

Creating a Corporate Image: Create a Big Business Look on a Small Business Budget



Using Microsoft Office 2007 to Create a Professional Image For Your Company

- Creating a corporate letterhead template
- Understanding .bmp, .jpg and .gif files
- Inserting logos using clipart and picture files
- Creating a professional fax cover sheet template
- Making return labels that include your logo
- Modifying your email account to look professional
- Setting up e-stationery (stationery for your emails)
- Creating and using email signatures with your logo
- Designing invoices & sales receipts with your logo
- Using Microsoft Office online