

Use Labels to Create Business Cards

Directions: *Using a tablet PC, create your own business cards.*

1. Open a new Word document.
2. Create a new set of labels (set for business card stock).
3. Incorporate your personal information from your business letter (school).
4. Save your personal information onto a USB flash drive or other storage device.
5. Insert the information into a label.
6. Save as **Handout D402-16**.
7. Print and turn in.

Word Processing

Use word processing software with alternative input devices.