

Letterhead Design – approximately ½” from the top of page and to the left & right margins (1”, which is what you should get by default when starting a new blank document. Your letterhead should create a pleasing look and take up approximately 2” or 2 ½” of the top of page. Please be careful and consistent with your spacing style (Normal versus No Spacing). Remember, to create a single return with NORMAL style, use CONTROL + ENTER.

Ho-Made Café (Please design letterhead w/graphics)

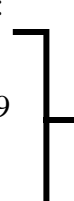
Please demonstrate mastery of text styles and table layout by creating a block letter with consistent spacing and containing 2 tables: One with tabs & leaders, the other with the INSERT TABLE feature, being sure to remove the border)

Today’s Date
John Jackson
Ho-Made Café Franchise #10
7200 W. State Street
Milwaukee WI 53223

Salutation of your choice, mixed or open punctuation. Please be consistent with the punctuation style (mixed or open) you choose)

Thanksgiving will be here soon! While Thursday, Thanksgiving Day, all locations will be closed, the long weekend kicks-off our busiest time of year. Beginning the week of November 14, 2016, we will feature the following dinner items:

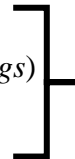
- Hunters Stew w/Mashed Potatoes, \$7.99
- Turkey w/Cranberry Sauce & Choice of Potato, 8.99
- Ho-Made Pumpkin Pie with Whipped Cream, 1.99
- Ho-Made Mince Meat Pie alamide, 1.99



Please create as 2-column table with tabs ½” in from left and right margins. Please use dot leaders to draw the eye across the page from left-to-right for each item.

Because Ho-Made Café is a family-oriented restaurant, we want employees to have Thanksgiving off. The table below shows our November holiday hours:

- Row 1: Ho-Made Café Hours (*Title*)
- Row 2: Wed. 11/23/2016, Thanksgiving Day, Fri.-Sat.-Sun. (*Column Headings*)
- Row 3: Milwaukee Locations, 6:00 am – 7:00 pm, Closed, Normal Hours
- Row 4: Suburban Locations. 6:00 am – 2:00 pm. Closed, Normal Hours



Please use INSERT-TABLE feature

Thank you for being part of our team and making Ho-Made Café the leading neighborhood diner in the Greater Milwaukee Area.

Close of your choice (Please be consistent with your punctuation – mixed or open)

Your Name (Please don’t forget the space above for your signature!)

Marketing Manager