**ACTIVITY 1: CREATE A BUSINESS CARD—On Your Own**

1. Open a blank desktop publishing document or use the Built-In feature.
2. Save the card as Activity 1BC
3. Plan your design and key the following text:

555.345.8922

Cactus Corners

7471 Dunhill Street

Dalton, California 90002

555.333.5555 cell

[www.CactusCorners.com](http://www.CactusCorners.com)

Your Name, Manager

555.333.5555 cell

1. Change the size and font style of the name of the business, making it bolder and more distinct. Bold the manager’s name.
2. Insert a picture of a cactus.
3. Print one card per page