

Microsoft Expert!

My Client, a design agency, produces high quality marketing and promotional material for its client base. Their work is based around MAC but on occasions they are asked to produce material in PC format, this is where they call upon the skills of Executype PA to fulfil their client's requirements.



One of their clients required a complete set of stationery templates with certain elements of the templates password protected but with the remainder of the template being editable by the user.

Style sheets were required in order to make it easy for the user to format standard titles, text, headers and footers with the click of a button.

A macro was also required in Word in order to set up a standard next page with specific formatting and layout already in place for the user to start to populate with their text or images.

The templates included a newsletter, minutes, agenda, letter, memo, fax, report and PowerPoint slides.