

1. Create a **new folder** on your *T: Drive* called *MyLetterhead*
2. Open a **new blank document**
3. You are required to type the following text with formatting as shown including colour/font/etc

**UNIVERSITY of
HOUSTON**

College of Natural Sciences and Mathematics
Department of Chemical
and Biomolecular Engineering

Name of Professor, Ph.D.
Director

John and Rebecca Moores
Distinguished Professor of Mathematics

4. Set the top margin to 5 cm so that typed text will be below the heading above.
5. You are required to type and format the text below at the bottom of your page.

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6. Set the top margin to 4 cm so that typed text will be above the footer above.
7. Save as a template into the Word templates folder with filename **HOUSTON**.
8. Save as a copy of the template file to your folder *MyLetterhead*.
9. Print one copy