**Task 2 - Your task**

In this task, you need to prepare a range of documents and resources to assist you to promote your business to clients. The range of documents that you need to create include:

* Letterhead
* Mailing list
* Business card
* Brochure
* Introductory letter
* Web site

**Some hints for you…**

To successfully complete this task, you will need to:

1. Learn how to write a business letter, including the common parts of a letter.
2. Design a letterhead for your business - RAMemberUS IT Services using the logo provided. You may use your own address or a fictitious address as you see fit.
3. Undertake training in Microsoft Word, Excel and Publisher to develop the necessary skills to complete the assigned tasks.
4. Enter data in Microsoft Excel to create a mailing list - use the Mailing List data provided.
5. Undertake training in Microsoft Excel as required to develop the necessary skills to complete the assigned tasks.
6. Write a business letter introducing the range of services that your business will offer to clients.
7. Develop an understanding of how to create a brochure. You could use Microsoft Publisher.
8. Create a business card. You could use Microsoft Publisher.
9. Develop a website using the [Kompozer Software](https://www.kompozer.net/) or an alternate web design programme.
10. Learn the basic skills required to complete a simple website.

**What you must do:**

Refer to the Task Planning Sheet to assist you in completing this task.