

Instructions to design business cards on Word extremely fast and beautiful

To get a business card for yourself, you can follow the following steps of TipsMake.com to be able to design extremely beautiful Word cards quickly. Word has many templates designed to make specialized business cards for users. There are many versions with many different styles and styles

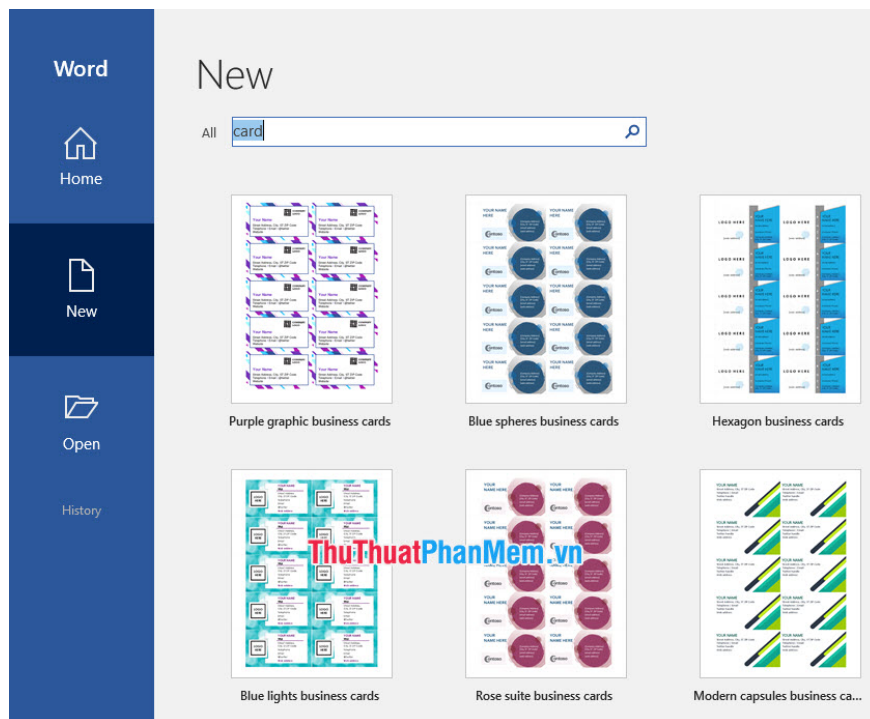
A business card is a small card stating your job title and position. They are often used by successful business people or people nowadays in place of business referrals. To get a business card for yourself, you can follow the following steps of **TipsMake.com** to be able to design extremely beautiful Word cards quickly.



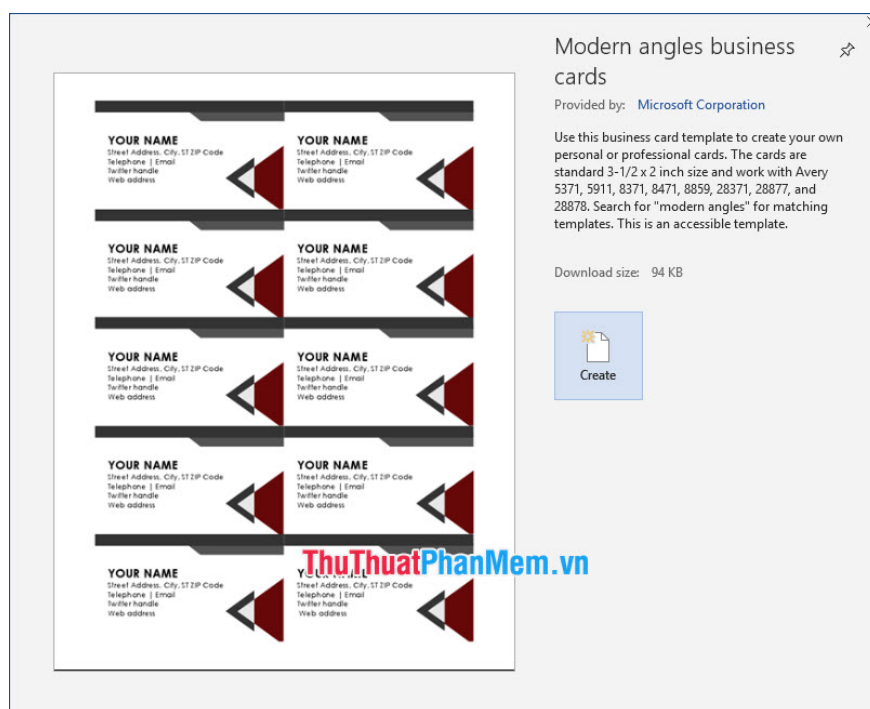
1. Design a business card on Word using an existing card template

Word has many templates designed to make specialized business cards for users. There are many versions with different styles and styles for you to choose for your business card.

The key to creating such business cards is " **card** " or " **business card** ". You can use these two keywords to find different templates and then choose a style that best suits you.

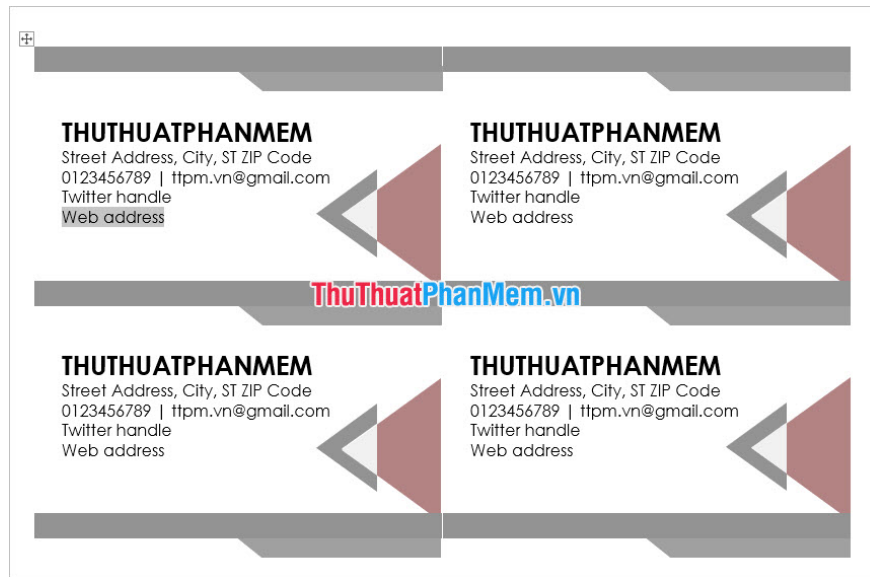


You can preview its style then decide to click **Create** to create it.



The business cards created on a sheet of Word will have ten copies. You just need to change the corresponding information on the words of a business card and the rest will change accordingly.

You can change the font, font size and color has been pre-configured but **TipsMake** recommends that you keep the same to keep the aesthetics balanced for a business card template.



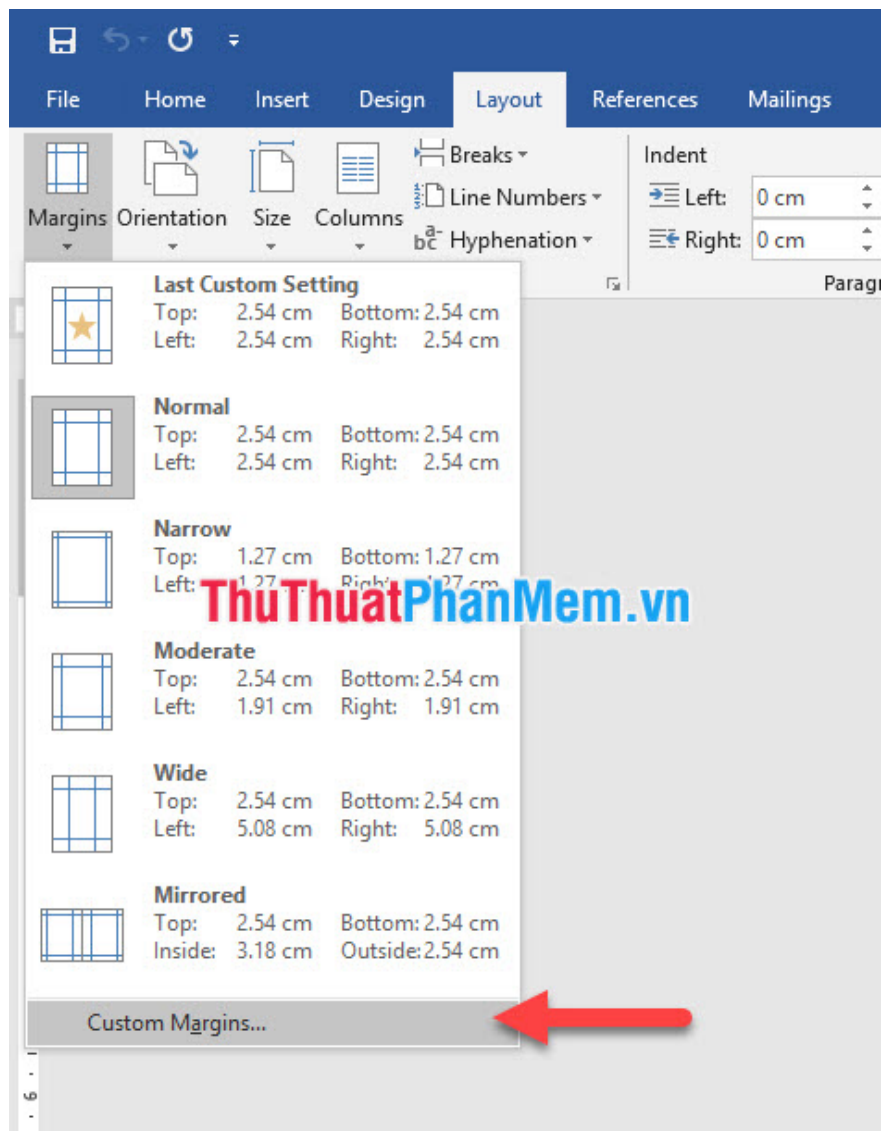
2. Manual design of Word business cards

If you are not satisfied with the existing Word design templates, you can also design your own version of a business card, with your own personal or business logo.

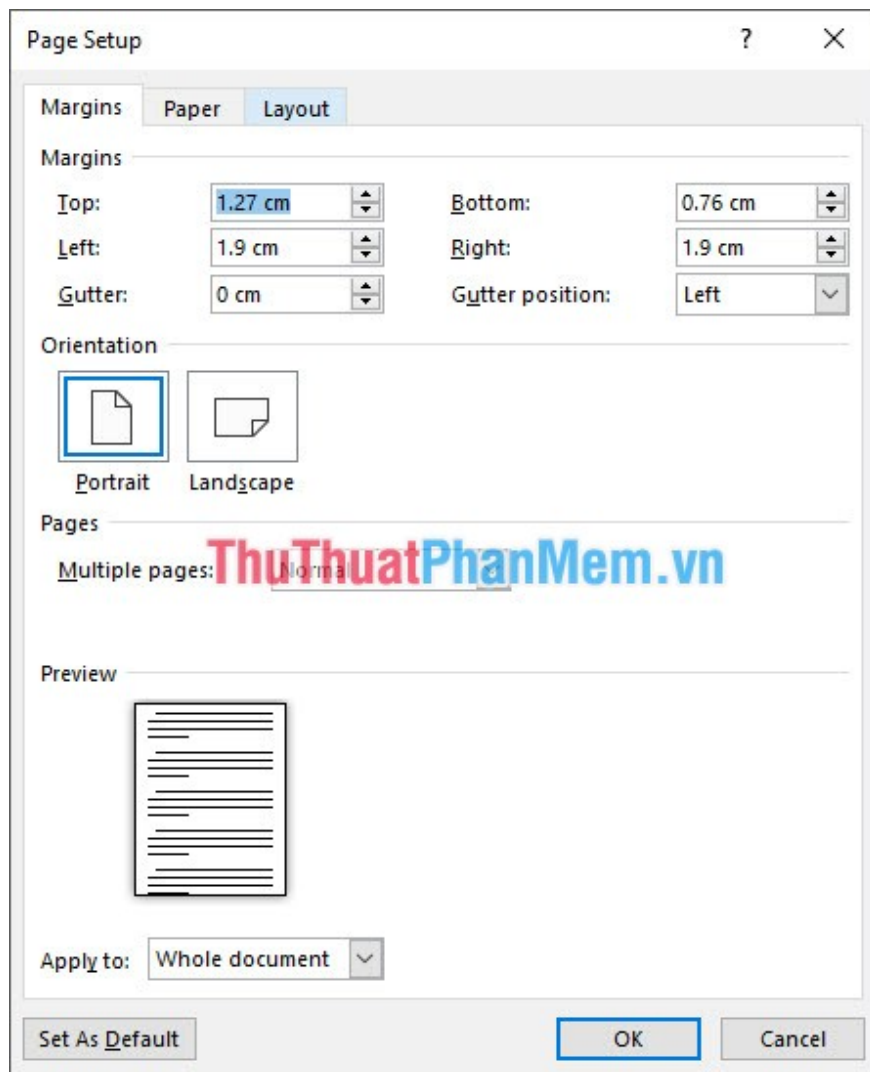
First of all to create a business card we must have the frame limits for that business card. That means we have to divide the area on the paper to create content and effects on it and thereby form a business card.

One page of your paper can create about 10 business cards, but first you have to create a suitable space to create it because we will use the function to create Table tables to partition.

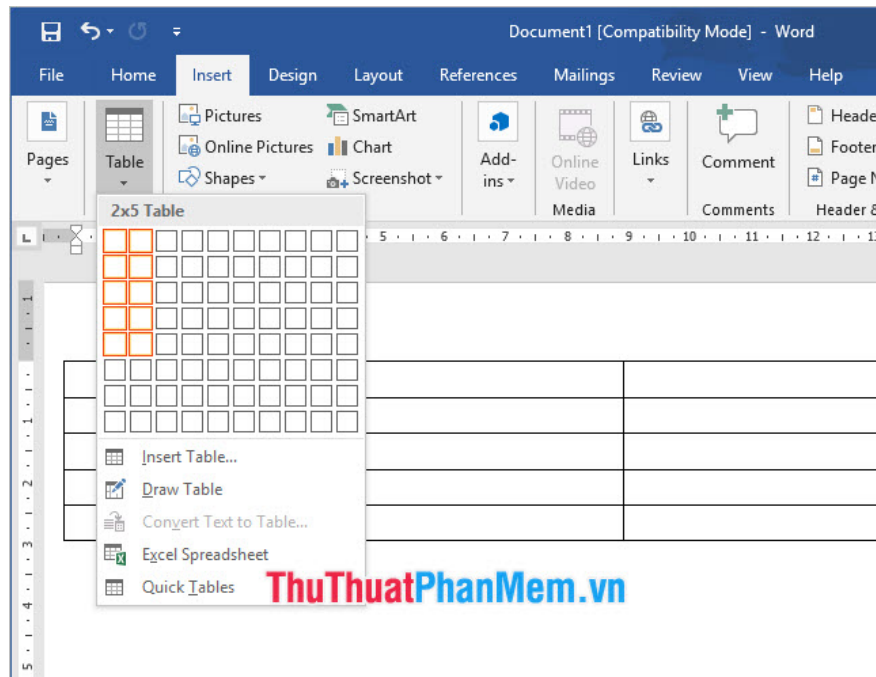
Open the **Layout** ribbon on the toolbar and click **Open Margins** in **Page Setup** . You choose **Custom Margins** to be able to set the custom margin as you like.



Please set the parameters correctly for **Top** (**top** margin), **Bottom** (**bottom** margin), **Left** (left margin) and **Right** (right margin) as shown below and then click **OK** to confirm.

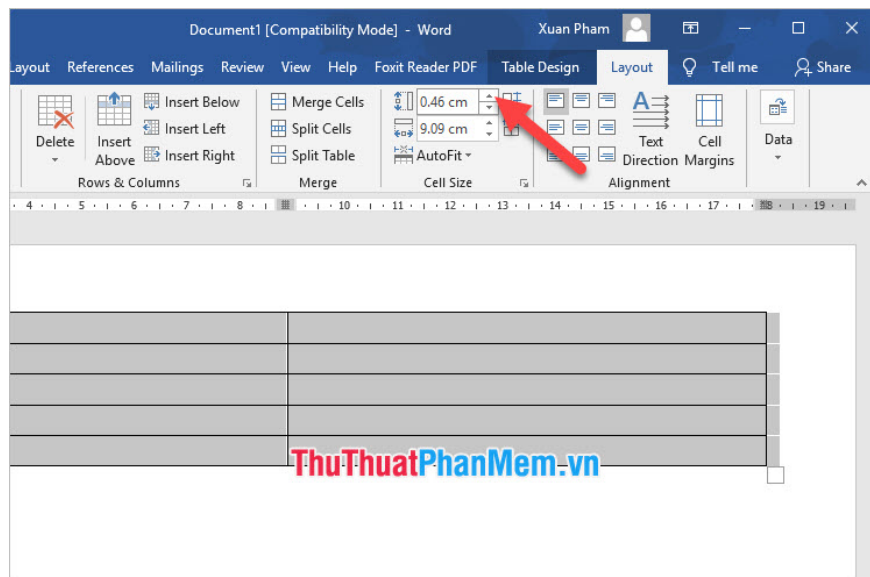


Then go to the **Insert** ribbon , click **Table** in the **Tables** section and let your mouse create a table with two columns and five rows. Combined, we have just 10 cells and it is the 10 card making areas we need.



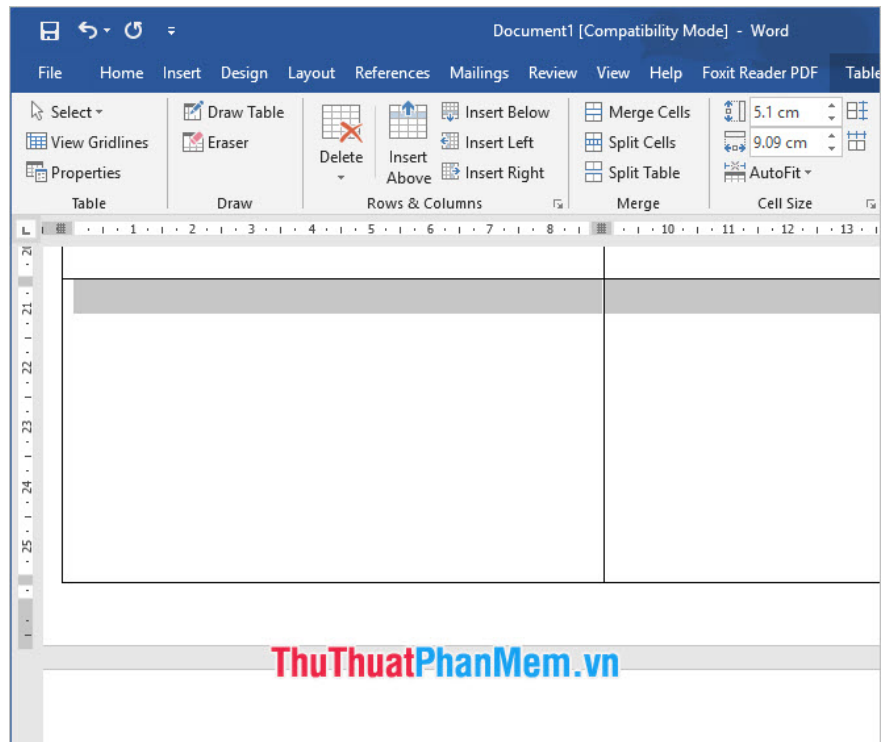
You can highlight the entire board by clicking on the four-dimensional arrow icon in the upper left corner of the board. Then open the **Table Layout** ribbon (the ribbon at the end).

In the **Cell Size** section of this ribbon, click the up arrow to increase the height of the rows evenly.



Increase the height until the bottom line touches the margin below the end of the page.

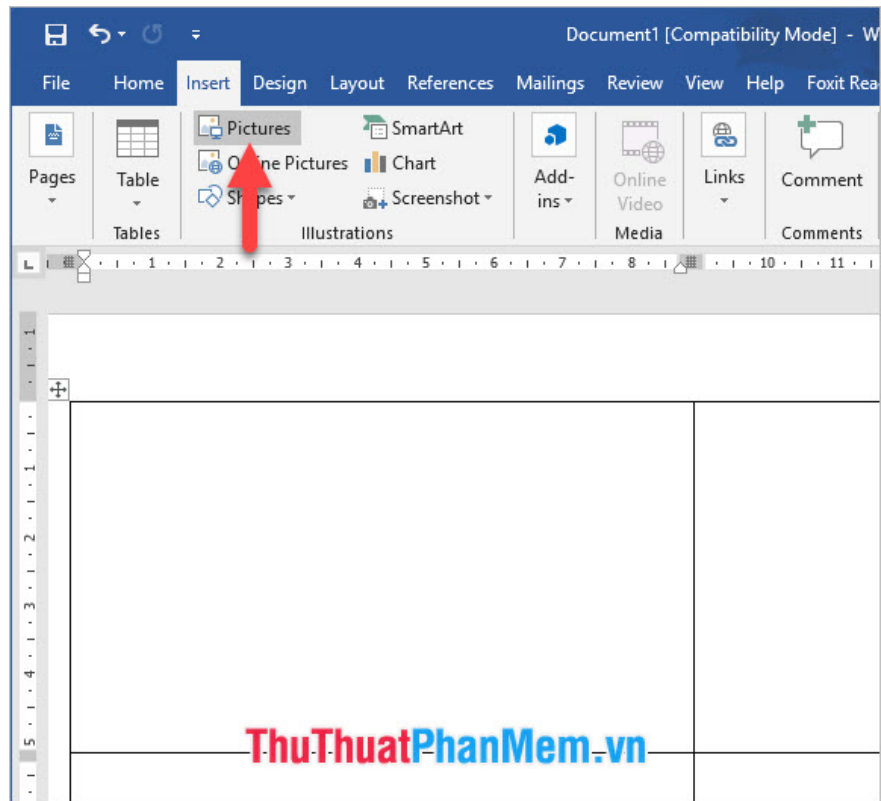
Now you have finished partitioning the paper to form business cards.



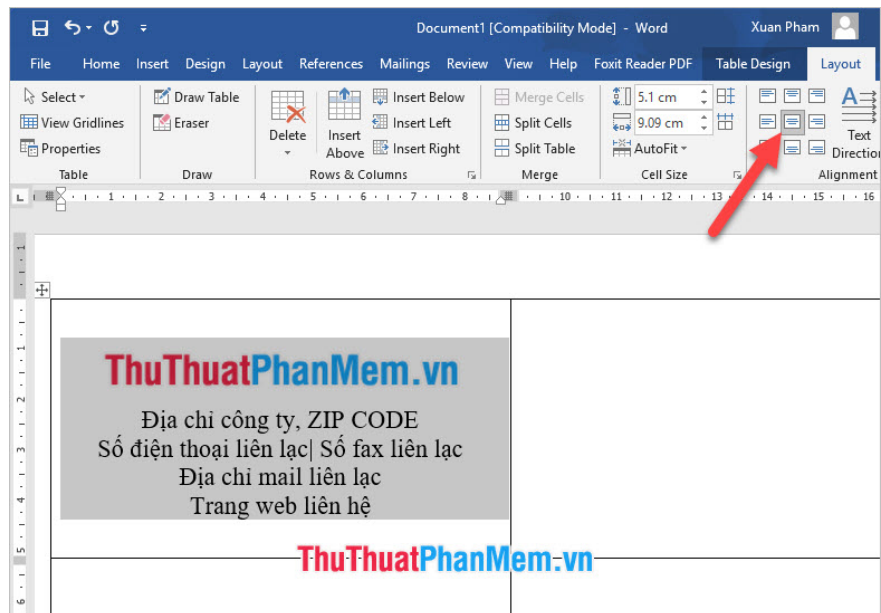
Currently each cell of the table you just inserted will be a separate business card. You can decorate it to be a real business card.

For example, you can insert your own or your company's logo into the box.

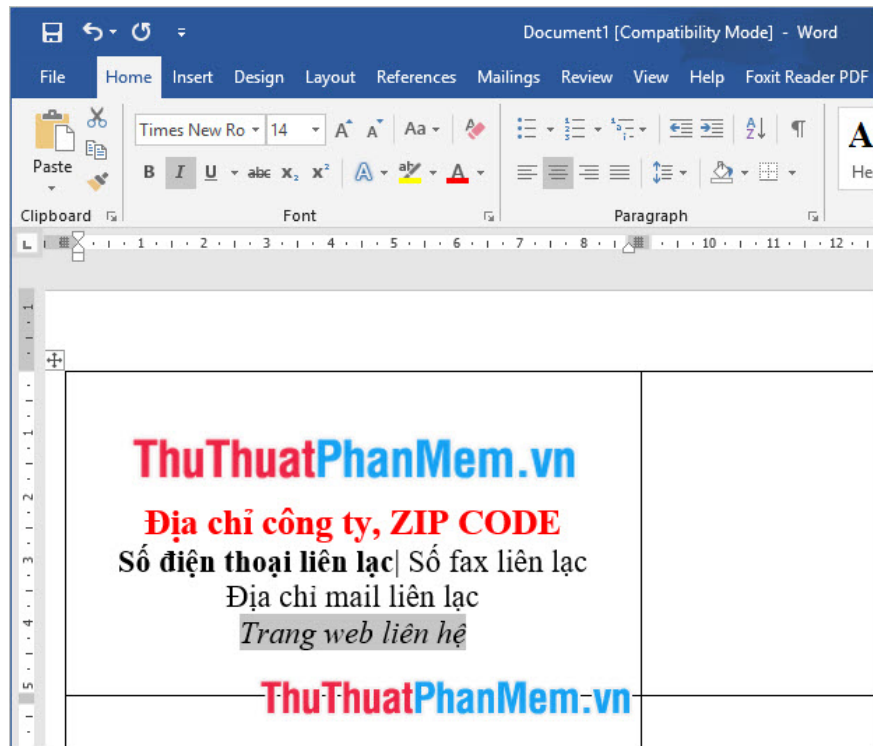
To do this quite simply, you go to the **Insert** ribbon in the **Illustrations** section and click on **Pictures** . You will insert a picture into the cell of the table.



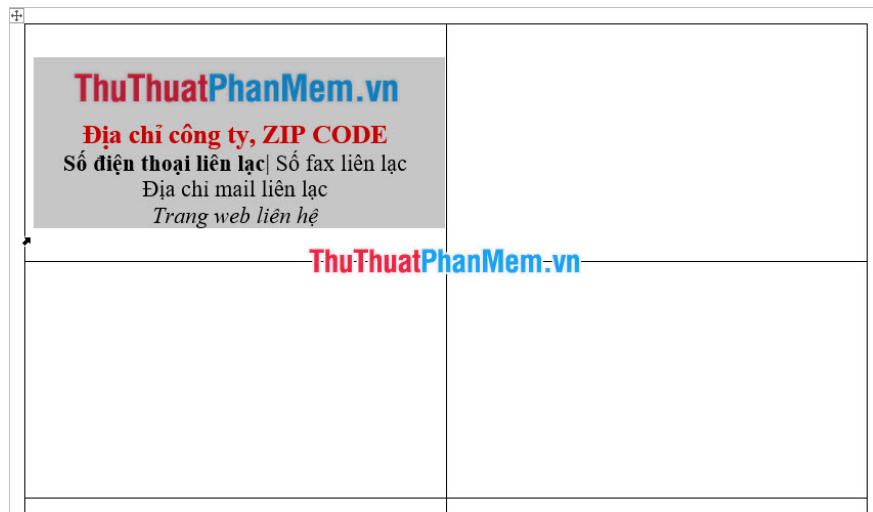
In addition to the logo image, there are other necessary information recorded on the business card, arranging the information appropriately to create a beautiful card layout. Then you go back to the ribbon **Layout** of the **Table** and select the function center **Align Center** so that the inserted information can be centered in the middle of the cell.



You can customize various font effects with the **Font** functions in the **Home** ribbon .



After finishing a satisfactory business card. You can copy them to other fields. Note that you need to copy the whole table cell so you can copy the whole cell alignment format. To copy the entire table, you need to position the cursor to the left edge of the cell when the cursor shows a short black arrow.



Use **Ctrl + C** to copy and **Ctrl + V** to paste content into other cells to create business cards.

<p>ThuThuatPhanMem.vn</p> <p>Địa chỉ công ty, ZIP CODE Số điện thoại liên lạc Số fax liên lạc Địa chỉ mail liên lạc <i>Trang web liên hệ</i></p>	<p>ThuThuatPhanMem.vn</p> <p>Địa chỉ công ty, ZIP CODE Số điện thoại liên lạc Số fax liên lạc Địa chỉ mail liên lạc <i>Trang web liên hệ</i></p>
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That way you will create many different business cards on the page.

Depending on your creativity, the business card becomes even more beautiful. You can also decorate it by creating effects for the borders of the table or adding a background for cells . etc .

Instructions on how to design business cards on Word here is the end. Hopefully, this article has provided all the information and instructions for you to make a real business card for yourself. **TipsMake.com** also has many interesting posts waiting for you to discover.

You finished reading the article "**Instructions to design business cards on Word extremely fast and beautiful**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.