

Now that you have completed the chapters in this textbook, you have learned to create documents in Word; build worksheets in Excel; design presentations in PowerPoint; organize data in Access; and schedule appointments and create a contact list and an e-mail message in Outlook. To learn the various programs in the Microsoft Office 2000 suite, you have completed a variety of exercises, assessments, and activities. This integrated project is a final assignment that allows you to apply the





- Meeting with Donald Wong in my office, Thursday, October 18, from 10:30 a.m. to 11:00 a.m.
- Meeting with Amanda Jenkinse, Thursdaym plansefor marketing seminar, Thursday, October 18, from 3 to 4 p.m.
- Marketing seminare, Tthe conferenoom, Friday, October 19, from 9:00 a.m. to 2:30 p.m.

When all appointments are scheduled, prentersd[ekly(e schedu.m.)]T/F7F6 1 Tf0 .34.54 587.76109 1115 Tm0.58478.718 0 s 32gF7F0 12ivitr.7(* Crea8.7(ea Database File th Organiz.7(eDatadu.m.)]BT/F6 1 Tf0 -10 570.421.76104 1115 Tr

