

a. Save document as w02p2memo_LastnameFirstname

b. Memo text: center, Uppercase, Times New Roman, 24 font size, Gradient Fill as Gray, Outline - Gray, Expanded Spacing By 2

MEMO

c. Director and Human Resource: capitalize each word

To: Derek Rosbrugh, Director of Human Resources

c. Replace Student Name as *Your Name Here*

From: Michelle Hulett, Training Coordinator

c. Replace today's date as *Insert current date*

Date: May 12, 2010

RE: Upcoming certification exam

As per your request, the employees from departments listed below have earned continuing education credits and are eligible for the Certification exam scheduled for next month. If you have questions about the employees below, please call (417) 555-5555.

d. Between area code and phone # 555: insert a nonbreaking space
d. Between 555 and 5555: insert a nonbreaking hyphen

Kody Allen	IT	John Michael	Recreation
Simon Anderson	Engineering	Salvatore Mingroni	Engineering
Alana Bell	Training	Rebecca Mitchell	
York Choo	Management	Swetal Patal	IT
Karen Crudup	IT	Winnifred Roark	Finance
Conni Farrar	Wellness	John Rogers	Finance
Dakota Hays	Recreation	Piau Shing	Management
Melissa Kelly	Traffic	Stewart Starkey	Accounting
Randall Larsen	Maintenance	Marc Stiles	HR
Sidney Lewis	Food Services	Ryan Stubbs	Traffic
Amy Kay Lynn	Accounting	Julian Su	Food Services
Tharaka Managuega	Accounting	Robert Tillis	Marketing
Sue Marcum	Food Services	Gary Trowell	Accounting
Scott Martin	Wellness	Ana Villanueva	Wellness
Shannon McFurtrey	IT	Jamal Washington	Food Services
Chaitali Mehta	IT		

g. Set Department to 1.5" tab stop

Special Notes:
Highlighted names have indicated a work conflict
Strikeouts have opted out of the exam

f. Simon Anderson, Karen Crudup, and Julian Su: Strikethrough

h. Put the list of employees in 2 columns

e. Alana Bell, York Choo, Amy Kay Lynn, Marc Stiles and their departments: yellow font color

h. Make sure that memo is on one sheet of paper