

1. Open a new Microsoft® Word document.
2. Once you have the document open, save the document as Your Name-Meeting Agenda. For example, if your name is Martin Gonzales the file would be named Martin Gonzales - Meeting Agenda.
3. Complete the following edits to the text of the document:
 - A. In the header of the document, insert the following text with the formatting listed in the parentheses:
 - Meeting Agenda (Britannic Bold, 36-point font, right aligned)
 - Marketing (Britannic Bold, 14-point font, right aligned)
 - Friday at 9:00AM (Britannic Bold, 14-point font, right aligned)
 - B. Insert a table with two columns and seven rows.
 - C. Change the design of the table style to Grid Table 4 - Accent 6.
 - D. Change the size of the cells to be .5 inches tall and 3.25 inches wide.
 - E. Change the alignment of the top two cells to Align Center and all of the cells beneath the top two cells to be Align Center Left.
 - F. Enter the following into the table in Arial 14-point font:

Topic	Leader
Overview of Past Business	Tracy Evans
Brand Management New Business	Jimmy Gonzalez
Team/Project Management Update	Project Leaders
Introduction of New Business	John Smith
Reminder of Deadlines	Alicia Horn
Conclusion	Tracy Evans

Meeting Agenda

Marketing
Friday at 9:00

Topic	Leader
Overview of Past Business	Tracy Evans
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Reminder of Deadlines	Alicia Horn
Conclusion	Tracy Evans