## 119078 Workplace Assignment

1. Compile and address list of your colleagues or fellow students. Include their surnames, first names, addresses, contact telephone numbers and birth dates. Add the information to a table.
2. Add borders and shading to the table
3. Change the text colour of the telephone numbers to dark green
4. Align the text to the middle of the cell
5. Change the text direction of the first row to vertical
6. Make sure that all the rows have the same height
7. Sort the data alphabetically
8. Design a two page newsletter for your office or group of fellow students. Collect bits of news for the newsletter. Change the page layout to landscape and add three columns to the contents of the newsletter
9. Insert a vertical line between the columns
10. Balance the columns
11. Insert a linked text box between pages 1 and 2. Make sure that the information flows between the text boxes.

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| Logbook 119078 |
| **Date** | **Assignment No** | **Start** | **Finish** | **Total Hours** |
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