**2016 TO-DO-LIST**

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| --- | --- | --- | --- |
| **Task** | **Printouts** | **Marks Available** | **Completed**  √ |
| 1 | Headed Paper | 4 |  |
| 2 | Completed e-file | 6 |  |
| 3a | Database Table | 6 |  |
| 3b | Database Report | 4 |  |
| 4a | Presentation in handout view | 8 |  |
| 4b | E-mail – cc, with evidence of sending | 5 |  |
| 5a | Spreadsheet   1. Value view 2. Formulae view | 2  8 |  |
| 5b | Spreadsheet   1. Value view 2. Formulae view | 1  6 |  |
| 5c | Graph | 3 |  |
| 6 | Wristband | 3 |  |
| 7 | Internet printouts | 3 |  |
| 8 | Database Form | 4 |  |
| 9 | E-diary weekly view | 3 |  |
| 10 | Running Order | 6 |  |
| 11a | Database Query | 3 |  |
| 11b | Mail Merge   * Showing merge fields * Showing merged letter | 7 |  |
| 12 | Completed e-file | 6 |  |
| 13 | Security Pass | 6 |  |
| 14 | Press Release | 6 |  |