**2017 TO-DO-LIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Printouts** | **Marks Available** | **Completed**  √ |
| 1a | Database Table | 5 |  |
| 1b | Database Form | 4 |  |
| 1c | Database - Address Labels | 4 |  |
| 2 | E-file | 6 |  |
| 3 | E-diary | 4 |  |
| 4 | Internet | 4 |  |
| 5a | Spreadsheet – Fundraising   1. Value view 2. Formulae view | 3  5 |  |
| 5b | Spreadsheet – Summary   1. Value view 2. Formulae view | 1  6 |  |
| 5c | Spreadsheet – Graph | 3 |  |
| 6 | Presentation | 9 |  |
| 7 | Database Report | 5 |  |
| 8 | Compliments Slip/Card | 5 |  |
| 9 | Poster | 7 |  |
| 10 | E-file | 8 |  |
| 11 | Newsletter | 7 |  |
| 12a | Sponsor Form | 5 |  |
| 12b | E-mail | 4 |  |
| 13 | Certificate | 5 |  |