

Project	<ol style="list-style-type: none">1. Read chapter two, pages 1357 – 1363, “Using Tables in Word and Excel”2. Perform and submit project 2A – Meeting Notes.3. Read chapter three, pages 1365 – 1371, “Using Excel as a Data Source in a Mail Merge”4. Perform and submit project 3A – Mailing Labels.
Notes	<ol style="list-style-type: none">1. File data files for projects 2A and 3B are in Shortcut to Student Resource CD 01_student_data_files integrated_projects 02 and Shortcut to Student Resource CD 01_student_data_files integrated_projects 03
Instructions:	<ol style="list-style-type: none">1. Create a cover page containing your author identification.2. Complete project 2A and store the document file in folder p14.3. Complete project 3A and store the document file in folder p14.4. Compile your assignment<ol style="list-style-type: none">4.1. Put the cover sheet on top4.2. Put project 2A next.4.3. Put project 3A next.4.4. Staple all the pages of your assignment together.5. Submit your assignment at the beginning of the class session in which it is due.6. Save your cover page and assignment on your USB Flash Drive. Put your cover page and assignment in folder p14.