### TO-DO LIST

You should use the following table to make sure you have all the printouts required.

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| **Task** | **Printouts** | **Marks available** | **Completed**  **(✓)** |
| 1 | E-diary:   * task * monthly view | 4 |  |
| 2 | Theory – Bellsquarry High School | 7 |  |
| 3 | Minutes | 6 |  |
| 4 | Running Order | 7 |  |
| 5 | Entry Form | 5 |  |
| 6 | Internet:   * trophy supplier * florist * driving directions | 4 |  |
| 7 | Badge | 5 |  |
| 8 | E-diary Reminder | 2 |  |
| 9 | Agenda | 4 |  |
| 10 | E-mail – print evidence of sending | 5 |  |
| 11 | Presentation | 16 |  |
| 12 | Mail Merge - Certificate:   * showing the merge fields * showing merged certificate | 5 |  |