TITLE: THE BEGINNING OF THE PROJECT

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

TITLE: THE QUESTIONS WE ASKED

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TITLE: THE SOLUTIONS PROPOSED

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TITLE: INTERESTING FACTS WE FOUND

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TITLE: ASSUMPTIONS THAT TURNED OUT WRONG

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TITLE: CORRECTIONS TO OUR FIRST ASSUMPTIONS

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TITLE: Table of Images

TITLE: Contract for customer.

Hi Lisa,

Below are the charges. Please let me know your thoughts.

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Number of items | Cost per item | Total |
| Apple | 5 | 1.00 |  |
| Orange | 22 | 2.00 |  |
| Tree | 15 | 45.21 |  |
| Grand Total --🡪 | | |  |

Any questions please call.

Gloria Martinez

CEO

Product Incorporation







TITLE: Index

TITLE: Multiple columns

Day Date # of visits

Time

(time if two visits)

------------------------------

Friday March 29th

(one)

1755 - 1840

------------------------------

Saturday March 30th

(one)

955 - 1105

---------------------------

Sunday March 31st

(one)

1755 - 1840

-----------------------------

Monday April 1st

(two)

955 - 1105

1755 - 1840

----------------------

Tuesday April 2nd

(two)

955 - 1105

1755 - 1840

-------------------------

Wednesday April 3rd

(two)

955 - 1105

1755 - 1840

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Thursday April 4th

(one)

955 – 1105

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Friday April 5th

(no visits)

---------------------------

Saturday April 6th

TITLE: Type the following and number it 1.,2.3., etc.

Mow the lawn. Feed the cat. Go shopping. Vacuum. Call the school. Go for a jog. Listen to the podcast. Create an Instagram post. Create a new Facebook entry. Begin the new logo design.