

Assessment Tools

Apply records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files

Evidence

- Prepare a narrative that describes your knowledge, skills, and abilities in the area of records management, and electronic file management.
- Complete projects 1-6

Table of Contents for Projects:

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Project 1: Alphabetic Indexing Rules

There are 39 filing cards on the following pages. Complete the following:

- Print the name in proper indexing order on the numbered line.
- Place the cards in alphabetical order. You will want to cut out the cards.
- When you have finished alphabetizing your cards, record the number of each card on the appropriate line below. The first card's number is recorded on line 1, the second card's number should appear on line 2, and so on.
- Staple the alphabetized cards in the upper left-hand corner.

ANSWER SHEET		
1. _____	14. _____	27. _____
2. _____	15. _____	28. _____
3. _____	16. _____	29. _____
4. _____	17. _____	30. _____
5. _____	18. _____	31. _____
6. _____	19. _____	32. _____
7. _____	20. _____	33. _____
8. _____	21. _____	34. _____
9. _____	22. _____	35. _____
10. _____	23. _____	36. _____
11. _____	24. _____	37. _____
12. _____	25. _____	38. _____
13. _____	26. _____	39. _____

101	102
Mr. Martin of Poplarville 300 Pompton Road Nelson, BC	D W & T Communications 111 Broadway Trail, BC

103	104
Dr. Thomas Bennett 8 73d Street, W. Cranbrook, BC	Bennett's by the Sea 18740 Pacific Highway Sidney, BC

105	106
Seven-Up Bottling Co. 475 Riverside Drive Calgary, AB	Union Park Bank 371 Park Avenue Kamloops, BC

107	108
ManPower Training Youth Activities Ministry of Immigration Federal Government	The Gazette 1155 Waukegan Road Victoria, BC

109	110
Doctors Hospital 1011 W. Butler Street Nelson, BC	Santa Rosa Shoe Co. 1502 Mendocino Avenue Winnipeg, Manitoba

111	112
Inter-Continental Maui 21 Kalakaua Avenue Maui, HI	Association of Applied Insect Ecologists 7400 Merton Minter Boulevard Prince George, BC

113	114
Bank of Nova Scotia 1875 Adrian Road Montreal, PQ	Bank of Montreal 202 Baker Street Nelson, BC

115	116
Ms. Cleo St. James-Garfield 355 Genesee Street Golden, BC	Twin County Grocers 355 Sanborn Street Castlegar, BC

117	118
7 th Step Foundation 540 McCallie Avenue Edmonton, AB	Dr. Du Page Pet Shop 1828 Lincoln Road Nelson, BC

119	120
Dr. Martin Du Page 767 Fifth Avenue Nelson, BC	Society of Motion Picture and Television Engineers 224 E. Olive Avenue Trail, BC

121	122
W. E. Twiggs Construction 225 E. Main Street Trail, BC	Saint Joseph Museum 8 S. Wabash Street Vancouver, BC

123	124
Interlakes, Inc. 14 Granite Street Victoria, BC	Mr. Thomas Bennett 21 72d Street, E Cranbrook, BC

125	126
JMT Associates 2366 Highland Avenue Castlegar, BC	9 to 5 Stationery 226 Wynona Street Kamloops, BC

127	128
Brenda K. Jones 8 Finney Lane Nelson, BC	Assn. of Tennis Professionals 336 Easton Place Prince George, BC

129	130
LeManche Motors 203 Delwood Road Cranbrook, BC	Brenda Jones 22 42 nd Street West Kamloops, BC

131	132
College of St. Bernard 3462 University Street Victoria, BC	1001 Electronics, Inc. 450 Oxford Street Burnaby, BC

133	134
Nine O'Clock Scholar Bookshop 42 Fairlea Street Nelson, BC	The Jack in the Box Toy Shop 5 Angora Drive Trail, BC

135	136
Royal Bank of Canada 422 Baker Street Nelson, BC	Mistress Maria's Formal Wear 304 Curtis Road Chilliwack, BC

137	138
Church of the Nazarene 40 West Ridge Road Hope, BC	Miss Diane Hinerman 120 Colony Drive Mission, BC

139
Brenda Jones 120 Arvine Heights Nelson, BC

Project 2: Alphabetic Correspondence Filing

You are the filing clerk for *Sports Unlimited*. There are a number of incoming and outgoing letters and memos on the following pages. Complete the following exercises:

- Code each piece of correspondence by circling the name under which it will be filed.
- Prepare the required cross-reference sheets.
- Sort the correspondence and cross-reference sheets in correct alphabetical order, and record your results on the following page using the instructions listed below.
- Determine if a file folder is required for each correspondent. If there are three or more letters per customer, prepare a file folder. All other letters are to be filed in a miscellaneous file folder.
- On the provided lines, write the file folder names in alphabetical order on the line below the heading *File Folder Name*. Assume that the top of the page is the front of the filing cabinet.
- On the lines below the heading *Letter Number*, record the order in which the letters and cross reference sheets will appear in the file folder. Use the number in the upper right-hand corner of the letter. Assume that the first number is the front of the file folder.

File Folder Name	Letter Number
File Folder Name	Letter Number
File Folder Name	Letter Number
File Folder Name	Letter Number

File Folder Name	Letter Number

Project 3: Bring Forward

Use the December calendar and list the *Bring Forward* letters on the calendar.

DECEMBER				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Letter 1

Northern Sports Unlimited

Interoffice memorandum

TO: All Staff

FROM: A. C. McAlonan

DATE: 2000 12 04

SUBJECT: PRICE INCREASE BY HOLISTIC SPORTSWEAR

We have been informed by Mr. F. J. Holistic, vice-president of Holistic Sportswear, of an increase of 7 percent in the prices of their merchandise, effective April 1.

Revised prices for their sportswear will therefore be reflected in our spring and summer catalogues.

A.C. McF
Dec 4 2000

A. C. McAlonan
ACM/tm

Pc: All Branch Stores

Letter 2

Holistic Sportswear Limited

148 Lakeshore Road East
Parksville, BC
V2K 2L9

December 1, 2000

RECEIVED DEC 03 2000

Mr. Andrew C. McAlonan
President
Northern Sports Unlimited
1252 Qualicum Bay Road
Nanaimo, BC
V2J 3P9

Dear Sir

We regret to inform you that because there has been a sharp increase in labour and material costs during the past year, it has become necessary for us to increase our prices by 7 percent, effective April 1. We are concerned about having to take this step, but cannot see our way clear to hold prices at their current levels.

Since this is the first price increase we have made in three years, we are sure you will understand that it was a decision we made very reluctantly. We do feel however, that we cannot lower the quality of our merchandise and still retain our share of the sportswear market.

P. J. Holistic A.C. MCA
DEC 4 2000

Very truly yours,
P. J. Holistic
Vice-President, Sales

Letter 3

Oscars Sporting Goods Limited

3845 Third Ave.
Edmonton, AB
T6B 2P8

December 1, 2000
received dec 4 2000

Mrs. Norma Van Ek
Sales Manager
Northern Sports Unlimited
1252 Qualicum Bay Road
Nanaimo, BC
V2J 3P9

Dear Mrs. Van Ek:

It has been quite a long time since we have had the pleasure of receiving an order from you.

The "North Star" line of ski wear that we are introducing in Canada next year is already very popular in Europe. It is well designed and comfortable to wear. The fabrics and colours are exciting, and we are proud to have been selected to market this line here.

We are having a special private showing in Whistler in mid-January at the Blackcomb Lodge. We would be delighted if you or Mary Ennis could attend.

Please let us know if you would be interested in receiving an invitation.

**NVE
AM2/00**

Yours truly,

V. J. McCreary
President
VJM:jtm

Letter 4

Northern Sports Unlimited

1252 Qualicum Bay Road
Nanaimo, BC
V2J 3P9
2000 12 01

Mrs. Pearl Broswick
199 Dahlia Crescent
Moose Jaw, SK
S5J 1E7

Dear Mrs. Broswick

On November 10, you purchased merchandise from our catalogue in the amount of \$224.88.

We have been informed that the Visa card number that you wrote on your order is incorrect.

Would you either send us the correct number as soon as possible or pay by cheque for the merchandise that you have already received.

**Bring Forward
Dec 15, 00**

Yours truly

Richard J. Smith
Manager, Accounting Department
RJS/ac

RJS

Dec 1/00

Letter 5

Atlas Insurance Limited

202 United Way
Coquitlam, BC
V8H 2L9
2000 12 02

Received Dec. 04 2000

Mr. Andrew C. McAlonan
Northern Sports Unlimited
1252 Qualicum Bay Road
Nanaimo, BC
V2J 3P9

Dear Mr. McAlonan:

Re: Claim #4072834-A

This letter will confirm our suggested settlement of \$7500 in connection with the above claim, in which one of your trucks collided with a vehicle driven by Leona Wall on June 20, 1999.

It is our hope that this offer will be acceptable to Mrs. Wall. If it is not, we will have no alternative to take the matter to court.

If you are in agreement with the amount to be offered, please let me know immediately, so that the claim can be settled early in the new year.

Yours very truly,

John F. Perkins

AC McA
Dec 4 20- John F. Perkins
Claims Department
JFP/em

Letter 6

Northern Sports Unlimited

1252 Qualicum Bay Road
Nanaimo, BC
V2J 3P9
2000 12 02

Ms. Chris Flynn
12389 Newton Street
Surrey, BC
V5H 4B8

Dear Ms. Flynn

Tried three times this morning, without success, to reach you by telephone.

Our marketing representative in your area will be leaving us soon, and we are most anxious to replace him as soon as possible. If you are still interested in joining our company, please telephone me collect as soon as you can. I would be interested in having you come to Nanaimo for an interview at your earliest convenience.

Yours sincerely



Joanne McGee
Joanne McGee, Manager
Human Resource Department
JMc/sb

Letter 7

Northern Sports Unlimited

1252 Qualicum Bay Road
Nanaimo, BC
V2J 3P9
2000 12 03

Western Textile Research Corporation
386 Bathgate Road
Edmonton, AB
T7B 3L8

Ladies and Gentlemen:

Your letter and report of November 28 have been received, and we thank you for the promptness with which you answered the questions raised in our conversation with you.

This information has been most helpful. It is only by utilizing the expertise of a company such as yours that we are able to maintain our position in a highly competitive field.

Once again, thank you very much. Our cheque, covering your professional services is enclosed.

Yours truly,

AC MCA
DEC 9 20
A C 'McAlonan

Andrew C. McAlonan
President
ACM/ac

Enclosure

Letter 8

Northern Sports Unlimited

1252 Qualicum Bay Road
Nanaimo, BC
V2J 3P9
2000 12 03

Mr. V. J. McCreary, President
Oscars Sporting Goods Limited
3845 Third Ave.
Edmonton, AB
T6B 2P8

Dear Mr. McCreary

Thank you for your letter of December 1. We are pleased to learn that your company will be marketing the "North Star" line in Canada, and would very much like to attend the show in Whistler in mid-January.

We have also had favourable reports about some of the other European lines you are now carrying and would appreciate seeing samples of them at the Whistler show as well.

Yours truly

N. VanEk
NVE 5/12/00
Mrs. Norma Van Ek
Sales Manager

Letter 9

Andrew Lawson & Agnelli

Barristers and Solicitors
12 Cambie Street
Vancouver, BC
V9K 2K3

December 3, 2000

Received Dec. 05 2000

Mr. Andrew C. McAlonan
President
Northern Sports Unlimited
1252 Qualicum Bay Road
Nanaimo, BC
V2J 3P9

Dear Sir:

The Annual Meeting of the shareholders of All-Tech Enterprise will be held on Friday afternoon, January 14, at 3 PM in our Board Room.

This is one of the most important meetings that the Corporation has ever held, and you are urgently requested to be present. Vital matters concerning the future financial policies of the Corporation will be discussed and voted on. Because of your substantial holdings in All-Tech Enterprises, it is essential that you be in attendance.

In the event that you cannot attend, please fill out and return the enclosed proxy so that the President of the Corporation or I can vote in your stead.

Yours very truly,

AC MCA
Dec 6 2000
Paula A. Merkel

Paula A. Merkel
PAM/tm

Encl.

Letter 10

Northern Sports Unlimited

1252 Qualicum Bay Road
Nanaimo, BC
V2J 3P9
2000 12 04

Mr. P. J. Holistic
Holistic Sportswear Limited
148 Lakeshore Road East
Parksville, BC
V2K 2L9

Dear Mr. Holistic

Further to your letter of December 1, would you please send us a revised price list as soon as possible.

Our spring and summer catalogues will go to the printer in January, and we must include in them the revised prices of your sportswear line.

Yours truly

*AC McAl
Dec 4, 2000*

A C 'McAlonan

Andrew C. McAlonan

President

ACM/ac

Letter 11

Northern Sports Unlimited

1252 Qualicum Bay Road
Nanaimo, BC
V2J 3P9

2000 12 04

Mr. John J. Perkins
Claims Department
Atlas Insurance Limited
202 United Way
Coquitlam, BC
V8H 2L9

Dear Mr. Perkins

RE: Claim # 4072834-A

Thank you for your letter of December 2.

Before we can proceed with settlement of this matter, we would like to have the opinion of our lawyers, Abernethy, Cross & Eisen. Accordingly, we have sent a copy of your letter to them and will await their reply.

We will be in touch with you again as soon as possible.

Yours truly,

A C 'McAlonan

*AC MCA
DEC 4, 2000*

Andrew C. McAlonan
President

ACM/ac

Pc: Abernethy, Cross & Eisen

Letter 12

Northern Sports Unlimited

1252 Qualicum Bay Road
Nanaimo, BC
V2J 3P9

2000 12 05

Mr. Thomas Gill
President
Atlas Insurance Limited
202 United Way
Coquitlam, BC
V8H 2L9

Dear Sir

Re: Our Dental Insurance Policy 886753

As you know, our group dental insurance coverage with your company will expire in March of next year.

I would appreciate your arranging for one of your agents to examine the policy and to suggest improvements and revisions that should be made in it.

Please give me a call as that an appointment can be set up for a mutually suitable time.

Yours truly

*AC McAl
Dec 5, 2000*

A C 'McAlonan

Andrew C. McAlonan
President

ACM/ac

Letter 13

Northern Sports Unlimited

1252 Qualicum Bay Road
Nanaimo, BC
V2J 3P9
2000 12 08

Andrews, Lawson & Agnelli
Barristors and Solisitors
12 Cambie Street
Vancouver, BC
V9K 2K3

ATTENTION: Ms. Paula A. Merkel

Dear Madam

Thank you for your letter of December 3 concerning All-Tech Enterprises. X

I will be attending the Annual Meeting of this corporation to be held in your Board Room on Friday afternoon, January 14, at 3 PM.

**Bring Forward
Dec 15, 00**

Yours truly,

A C 'McAlonan

**AC McA
Dec 8, 2000**

Andrew C. McAlonan
President

ACM/ac

Letter 14

Oscars Sporting Goods Limited

3845 Third Ave.
Edmonton, AB
T6B 2P8

December 8, 2000

Received Dec. 11 2000

Mrs. Norma Van Ek
Sales Manager
Northern Sports Unlimited
1252 Qualicum Bay Road
Nanaimo, BC
V2J 3P9

Dear Mrs. Van Ek:

Enclosed is your invitation to the "North Star" show at The Blackcomb Lodge in Whistler, BC, on January 20, 2000.

Since we will be concentrating on the "North Star" line at Whistler, we would prefer to have you and Ms. Ennis visit our Vancouver showroom to see our other lines of European ski wear.

Perhaps you could let me know when you would like to visit us—before or after the Whistler show, or at some later date.

**NVE
15/12/00**

Yours truly,

V. J. McCreary
President
VJM:jtm

Enclosure

Letter 15

Northern Sports Unlimited

1252 Qualicum Bay Road
Nanaimo, BC
V2J 3P9

2000 12 09

Mr. P. J. Holistic
Vice-President, Sales
Holistic Sportswear Limited
148 Lakeshore Road East
Parksville, BC
V2K 2L9

Dear Mr. Holistic

Thank you for sending us your revised price list.

We are interested in some of the new tennis wear you will be introducing. Would you please arrange to have Christa or Dave bring samples into the office so that we can consider adding it to the special boutique line we will be consigning to resorts all across Canada next summer.

Yours truly

A C 'McAlonan

*AC McA
Dec 15, 2000*

Andrew C. McAlonan
President
ACM/ac

Letter 16

Northern Sports Unlimited

1252 Qualicum Bay Road
Nanaimo, BC
V2J 3P9

2000 12 11

Oscars Sporting Goods Limited
3845 Third Ave.
Edmonton, AB
T6B 2P8

Dear Mr. McCreary

Thank you for your letter of December 8.

Ms. Ennis and I are planning to stay in Vancouver for several days after the "North Star" show in Whistler. It would be appreciated if you would make arrangements for us to see your other European ski wear while we are in Vancouver.

We will be staying at the Waterfront and tentatively suggest the morning of January 22 for our visit.

Could you confirm this appointment as soon as possible, or suggest an alternative.

Yours truly

N. VanEk

NVE 18/12/00

Mrs. Norma Van Ek
Sales Manager
NJE/tm

Letter 17

Holistic Sportswear Limited

148 Lakeshore Road East
Parksville, BC
V2K 2L9

December 12, 2000

Received Dec. 14 2000

Mr. Andrew C. McAlonan
President
Northern Sports Unlimited
1252 Qualicum Bay Road
Nanaimo, BC
V2J 3P9

Dear Mr. McAlonan

Further to our telephone conversation today, this letter will confirm your appointment with Christa Kies and Dave Gardner on Monday, December 22, at 2 p.m.

They will be bringing along a full selection of our new tennis wear for you to see. It should sell very well in resort boutiques.

Thank you for your continued interest in our merchandise.

**Bring Forward
Dec 19, 2000**

Very truly yours,
P. J. Holistic

Vice-President, Sales

P. J. Holistic
A.C. McA
Dec 15, 20-

Letter 18

Oscars Sporting Goods Limited

3845 Third Ave.
Edmonton, AB
T6B 2P8

December 15, 2000

Received Dec. 18 2000

Mrs. Norma Van Ek
Sales Manager
Northern Sports Unlimited
1252 Qualicum Bay Road
Nanaimo, BC
V2J 3P9

Dear Mrs. Van Ek:

Further to your letter of December 11, the morning of January 22 will be very suitable for your visit to our Vancouver office.

Our Mr. David Chong will come to the Waterfront at 10 a.m. and drive you to our office. We are hoping you will also be free to have lunch with us, but can confirm that possibility in Whistler.

I am looking forward to seeing you again.

**NVE
18/12/00**

Yours truly,

V. J. McCreary

President
VJM:jtm

Enclosure

Letter 19

Cross-Reference Sheet
Individual or Company Name and Location
Description of Record

See

Letter 20

Cross-Reference Sheet
Individual or Company Name and Location
Description of Record

See

Project 4: Electronic File Management for Windows 95/98

Supplies

Your assessor will provide you with two disks—one labeled *Test Disk*; the other labeled *Back Up Test Disk*.

Print Screen Instructions

You will be required to print the screens for some of the exercises. The following instructions are to be used to print the screens. If you require assistance, please see your assessor.

- Hold down the *Alt Key* and then press the *Print Screen Key* (next to F12 key).
 - Click the *Start Button*.
 - Access *Programs, Accessories, and Paint*.
 - *Maximize* the Paint Window.
 - Click *Edit* on the menu bar.
 - Click *Paste* on the drop-down menu.
 - Print by clicking *File, Print*.
 - Close the Paint program by clicking the close button. (the x in the upper-right window) Do not save the file when asked.
-

Project 5

Part A

Create the following folders on your 3 1/2" test disk:

- ABT Trail
- ABT Nelson
- A folder that has your first name and last name

Using Word Pad create the following document:

Words That Sound or Look Alike

- affect: to influence; to change
- effect: result; impression
- aid: a form of help; to help
- aide: an assistant

Save this document on Drive A with the name:

Words That Sound or Look Alike Nelson

NOTE: Do not save in any folder.

Part B

Create the following document using Note Pad or Word Pad:

- Compound Nouns
- birthday
- bookmark
- bookshelf
- cartwheel
- eyelash
- flashback
- foothold
- grandchildren
- hatbox
- photocopy
- wineglass

1. Save the document on Drive A with the name: Compound Nouns Nelson. Do not save in any folder.
2. Using My Computer, display the contents of Drive A, and print the screen. Before printing the screen, click in an open area of the desktop. See the instructions at the beginning of this assessment to assist you.
3. Open Compound Nouns Nelson and save as Compound Nouns Trail. Close the file.
4. Open Words That Sound or Look Alike Nelson and save as Words That Sound or Look Alike Trail. Close the file.
5. Display the contents of Drive A. Arrange the icons by name, and print the screen. Remember to click in an open area of the desktop.
6. Move the files with the ending *Trail* to the *ABT Trail* folder.
7. Move the files with the ending *Nelson* to the *ABT Nelson* folder.
8. Print a screen copy of Drive A.
9. Open the *ABT Trail* folder, the *ABT Nelson* folder and the folder with your name.
10. Cascade the folders, and print a screen copy. Remember to click in an open area of the desktop. Close all folders.
11. Create a folder named *ABT Nel Trail* on the desktop.
12. Copy the contents of drive A to the *ABT Nel Trail* folder on the desktop.
13. Close the all windows.
14. Open the *ABT Nel Trail* folder on the desktop.
15. Display the contents as a list.
16. Size and move the open folder so that the *ABT Nel Trail* icon is visible on the desktop.
17. Print the screen. Remember to click in an open area of the desktop.
18. Delete the *ABT Nel Trail* folder on the desktop, and print a screen copy. Remember to click in an open area of the desktop.
19. Open drive A
20. Display all items so that the details show, and print a screen copy.
21. Display all items as small icons, and print a screen copy.
22. Close all windows.
23. Through My Computer, open the *ABT Nelson* folder and print the two files. Close all windows.

24. Copy your *Test Disk* to the *Backup Test Disk*, but first read the points that follow
 25. Before you start the copy procedure, print the screen of the start window.
 26. After the disk has been successfully copied, print that screen.
 27. Close all windows
 28. Complete a Full Format of the Backup Test Disk and label the *Backup Test Disk* with *Your First Name*, but first read the points that follow:
 29. After you have typed your first name, print the screen.
 30. When the disk has been formatted, print the Format Results screen.
 31. Close all windows.
 32. Create a shortcut on your desktop to your 3 1/2" Test Disk, and print the screen. Close all windows.
 33. Delete the shortcut to your 3 1/2" disk.
 34. Empty the Recycle Bin then print the screen while the Recycle Bin is open. Close all windows.
 35. Complete the following:
 36. Open Explore or File Manager and expand the 3 1/2" *Test Disk* and *ABT Trail* folders.
 37. Display the contents as a list.
 38. Resize the explore window then click in an open area of the desktop.
 39. Print the screen.
 40. Rename the *ABT Trail* folder to *OA Trail*.
 41. Rename the *ABT Nelson* to *OA Nelson*.
 42. Print the screen. Remember to click in an open area of the desktop.
 43. Collapse the 3 1/2" disk and print the screen.
 44. Close all windows.
-

Project 6: Briefcase

Part 1

Complete the following:

Create a Briefcase on the desktop and name it *Your Name's Briefcase*.

Print the screen.

Open the folder *OA Nelson* on your test disk and drag the files *Compound Nouns Nelson* and *Words That Sound or Look Alike Nelson* to the briefcase which you have just created on your desktop. Close all windows.

Open the briefcase and print the screen.

Close all windows

Send the briefcase to your Test Disk.

Display the contents of *Your Briefcase* on the floppy disk.

Print the screen.

Open *Compound Nouns Nelson* in the briefcase. Add the following to the end of the file:

- Bookmark
- Grandmother
- grandfather
- shuffleboard
- locksmith

Save the file with the same name.

Print a copy of the file *Compound Nouns Nelson*.

Close the file.

Open the file *Words That Sound or Look Alike Nelson* in the briefcase and add the following to the end of the file:

- allowed: permitted
- aloud: audibly
- altar: part of a church
- alter: to change

Save the file with the same name.

Print a copy of the file *Compound Nouns Nelson*.

Close the file.

Close all windows.

Part 2

Complete the following:

1. Open the My Computer window and open the 3 1/2 Floppy window.
2. Drag Your Briefcase to the desktop.
3. Close all windows.
4. Display the contents of Your Briefcase on the desktop.
5. Print the screen.
6. Update the files, but print the screen before you activate the update process.
7. Update the files and print the screen.
8. Close all windows.
9. Delete Your Briefcase from your desktop and print the screen.
10. Organize your work and place all printouts in order.
11. Number the print out with the question number.
12. Submit your printouts and your disk to your assessor.