

## ***Business Meeting Documents***

### ***Agenda & Minutes***

**PROJECT DESCRIPTION:**

Perfection Plus is a cosmetics company with stores located in regional malls and major cities across the country. You work in the corporate office in New York City. The company is launching an exciting new product line, and there have been a series of meetings to prepare for this launch. You have been asked to plan for the next all-day meeting and prepare the agenda. In addition, you will format and enhance the meeting minutes.

**ADDITIONAL INFORMATION AND INSTRUCTIONS:**

- In this project, you will use the Table feature in Word 2010 to prepare a meeting agenda and meeting minutes.
- An **agenda** is a plan or list of things to do, events to occur, or matters to bring before a committee, council or board.
- **Tables** let you organize text or numeric information into columns and rows that intersect to form a grid.

1. Open the *ppagenda* file saved on the Hshare. The file contains a simple piece of letterhead stationery that Perfection Plus uses for inter-office correspondence with the text needed for the agenda.
2. Save the file in your own directory.



- Instead of re-typing or copying and pasting all the text so that it's in table format, Word 2010 allows you to *Convert Text to Table*. Watch a short video at Atomic Learning called, *Table: Convert Text*

3. The text you need is already present in the document. Convert the text to a table.
4. Now, apply the following settings to your agenda document:
  - a. 1.25" left and right margins
  - b. Single line spacing
  - c. Paragraph Spacing – Before & After of 0(zero)
  - d. Use the default font
  - e. Use 12 pt font for body text and 14 pt for the agenda title
  - f. Begin the agenda 1" down from the top of the page
  - g. Center the table horizontally (Table Properties) and vertically (Page Layout) on the page
5. Continue improving the agenda by doing the following:
  - a. Add a row at the top of the table to make space for the column headings: Time, Topic, Presenter
  - b. Add space at the top of the document to center the agenda heading as shown in the graphic to the right
  - c. Align the information in the Time column at the right
  - d. Add rows to space the agenda information as shown
  - e. Add columns and adjust column widths so that information looks similar to the example
  - f. From the Table Tools, Design tab, choose a table style that applies similar shading as shown in the example

<p style="text-align: center;"><i>Perfection Plus</i></p> <p style="text-align: center;"><b>Agenda</b> November 5, 2010 Nek Conference Center – Suite D 9 a.m. – 4 p.m.</p>		
Time	Topic	Presenter
9:00 a.m.	Review of Ageless product line	Mr. Zachary Malavo
10:00 a.m.	Review of promotions program	Ms. Wendy Carley
11:00 a.m.	Coffee Break	
11:20 a.m.	Advertising Budget	Ms. Shirley DeChan
12:30 p.m.	Lunch	
1:45 p.m.	Marketing Plans	Mr. Quincy Garin
3:00 p.m.	Coffee Break	
3:20 p.m.	Open Discussion/Follow-up/Action Items	Ms. Robin Jones

6. Spell check and proofread your document, place your name in the header, save, and print one copy.

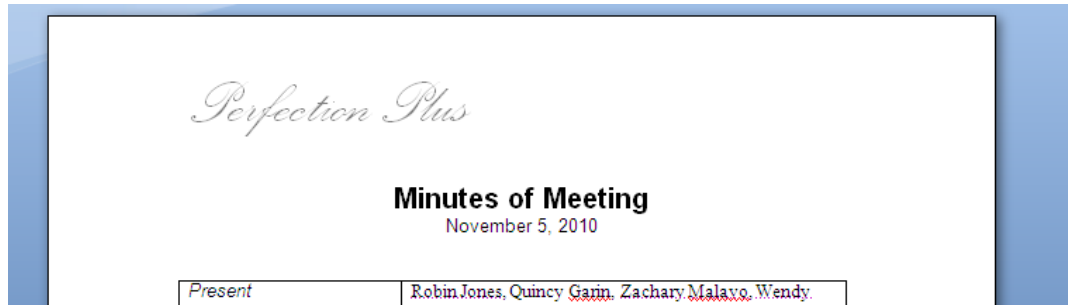
- **Minutes** are summary points (notes) from a meeting and typically follow the agenda closely.

7. Open the *ppstationery* file saved on the Hshare.
8. Save the file in your own directory, call it *ppminutes*.

## BMT II

## Advanced Document Processing

9. Beginning at 1.5", add a centered title to the document as shown in the graphic below (font changes will be listed a little later on in the assignment).



10. Insert a 2-column table and enter the text as shown below:

<i>Present</i>	Robin Jones, Quincy Garin, Zachary Malavo, Wendy Carley, Bill McKinley, Andrew Yang, Shirley DeChan
<i>Research</i>	Mr. Malavo announced the development of a new product line. Several new chemical formulas were developed for a cream which will reduce skin wrinkling. The cream will be called <b>AgeLess</b> .
<i>Publicity</i>	To launch this new product, Ms. Carley announced that promotions would be made at all the high-end New York department stores. Samples of the product will be given away at demonstration counters. Press releases will be sent to members of the media.
<i>Advertising</i>	The advertising budget was estimated at \$5,223,000. Several advertising agencies were asked to submit presentations, and a decision will be made by the advertising committee as to which agency will represent this new line.
<i>Sales</i>	Mr. Garin, National Sales Manager, projected that sales could reach \$10,000,000 the first year.
<i>Adjournment</i>	The meeting was adjourned at 4:00 p.m. Another meeting has been scheduled for Tuesday of next week to discuss future research and marketing of this new product.

11. Use the following document settings:
- Left and right margins of 1.25"
  - Single space
  - Default font
  - 12 pt font for date and body text
  - 18 pt bold font for the title
  - Center the table horizontally (Table Properties) and vertically (Page Layout) on the page
12. Continue improving the minutes by doing the following:
- Set the width of column one to 2 inches and column two to 4 inches
  - Set the text in the 1<sup>st</sup> column to italic
  - Insert a row between each table item
  - Be sure to turn off the table borders
  - Apply a table style that best presents the data
13. Spell check and proofread your document, place your name in the header, save, and print one copy.
14. Staple the agenda and minutes together and turn in.