
Bonus Exercise #2

In this exercise, you will create a meeting agenda.

1. Create the agenda shown on the following page.
2. Change all the margins to *0.5"*.
3. Underline tabs to create the first part of the agenda.
4. Use an *Arial 18 point bold* font for the heading.
5. Use an *Arial 12 point* font for the remaining text.
6. Create a table with the appropriate number of rows and columns.
7. Adjust column width and row height as shown.
8. Change cell alignment where required.
9. Insert the checkmarks using the *Wingdings* special characters.
10. Add borders and shading as shown.
11. Place your name in the footer and print the agenda.
12. Once finished, save the document as *wpex8* and then close it.

