**QUESTION 9 – Memo Screens (OneNote)**

2.1 Add two sections and name them: ✓✓

General Meeting: tab colour in blue

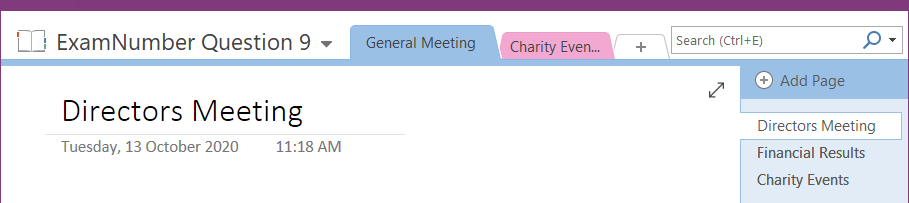
Charity Events: tab colour in red

2.2 Add 3 pages to the Planning section and name them: ✓✓

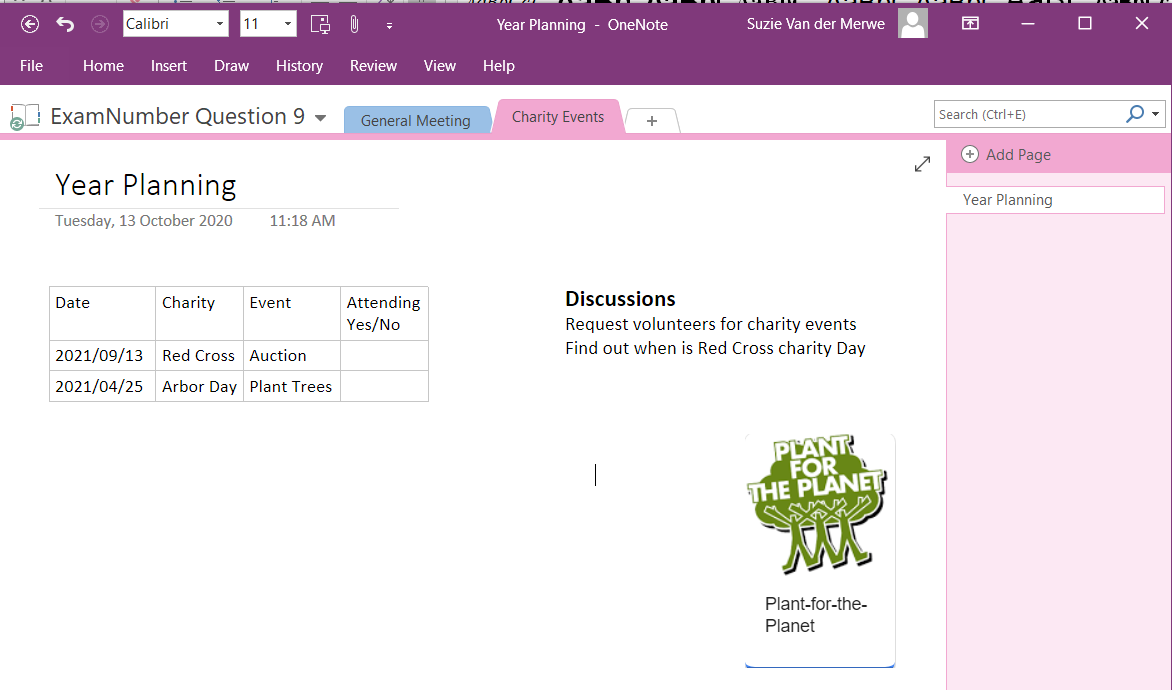
Directors Meeting

Financial Results

Charities (see screenshot below):

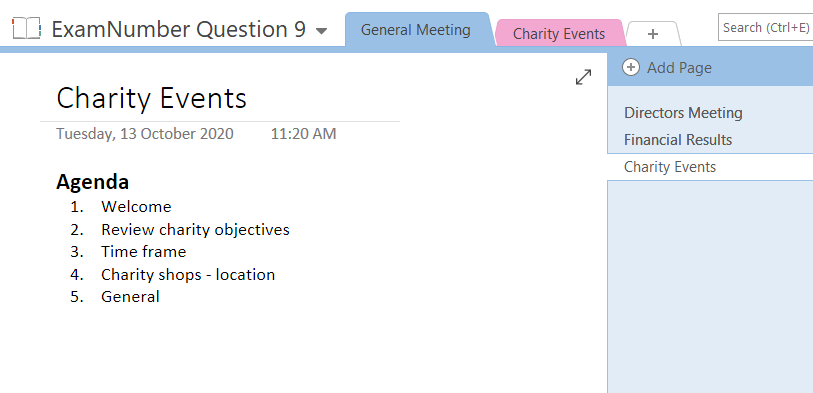


2.3 Add 1 page to the Charity Events section: Year Planning ✓



3. Insert a table for the two charities and a note for Discussions. (See screenshot above) ✓✓

4. Insert the image called Plant Trees resize and move to the right below discussions note. ✓

5. In the General Meeting section create a numbered Agenda list.

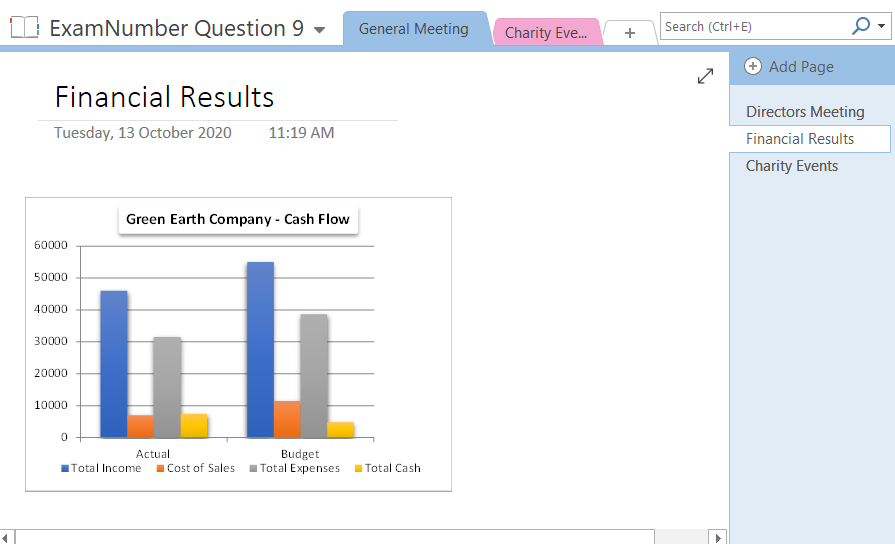
Format the text and move the table below the heading.

✓✓✓

6. Open the Excel worksheet answer file completed in QUEST8B called **GreenPlanting**.

Copy and paste the & chart on the page Financial Results. ✓✓

Close the Excel file.



7. In the Charity Events section, the Year Planning page select the Discussion note to attach the Word file, TREE DAY. ✓

