SOP S007

RULES FOR PREPARATION OF WORD, PPT AND XL DOCUMENTS

Rule 1: put the name of the file into the footer so all printouts identify the name and location!

Rule 2: Refer to Rule 1

PDF Design \mathbb{Q} Tell me what you want to do \mathbb{R} \mathbb{R}	
Inline Hyperlink Bookmark Cross- Téférence Comment Header Footer Page Text Quick WordArt Drop Object * Equation Symbol Links Comments Header & Footer Text Symbol	Go to the bottom of the page where the footer is DOUBLE CLICK
Header RULES FOR PREPARATION OF WORD, PPT AND XL DOCUMENTS	
Rule 1: put the name of the file into the footer so all printouts identify the name and location!	Got to top
Rule 2: Refer to Rule 1	Click INSERT QUICK PARTS
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SOP Created By___JPR

Date Created Aug 1, 2019

Verified by _____

Date Verified _____