Keyboarding and document process

CBUS 234

Work sheet (5)

***Question 1***

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| Health effects institute conference | Conference Name |
| Dr.Ron Jacobs | Itinerary for |
| July 8-10,2015 | Date |

**Trip data:**

In Monday (July 8), between (2:45p.m to 4:05p.m) .Flight from Houston to Los Angeles; United 834; Seat 10C; nonstop. Marriott hotel (310-555-1014), king sized bed; nonsmoking room; late arrival guaranteed; Reservation No.45STX78.

In Tuesday (July 9), from ( 6 a.m. to 7:15 a.m. ). Flight from Los Angeles to Sacramento; American 206; Seat 4A; nonstop. Sacramento to Garden Inn Hotel (916-555-1014). King size bed; king sized bed; nonsmoking room; late arrival guaranteed; Reservation No.QRR6H.From (10 a.m. to 4:30 p.m.). Health effects institute conference, Executive Center, Room 12A.

In Thursday (July 10), between (2:45p.m to 4:05p.m) .Flight from Sacramento to Houston; United 307; Seat 10C; nonstop.

**Arrange the document in an itinerary formatting**

***Question 2***

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| **Meeting Name** | **FOX ASSOCIATES STAFF MEETING** |
| **DATE** | **April,15,2014** |

**Topics discussed**

* Approval of minutes of march 15 meeting.
* Progress reports for the construction of new media center.
* Discussion of the upcoming time management seminar (F.Pryor and J.Harrington ).
* Discussion of Internet security and antivirus software (T.Rashid).
* Annual charity event (T.Simpatico) .

**Use agenda formatting to arrange the document.**