

Question 3 (a)

Time: 15 minutes

- (i) Using the information provided, type the following notice of a meeting and agenda.
- (ii) Follow ALL instructions given.
- (iii) Use margins of 1.5" left, 1.5" right and 2" top.
- (iv) Insert a line border around the document.
- (v) Save the document as **notice**.

ALLIANCE TRADERS LIMITED } Centre
Notice of Meeting } bold

caps ← Notice is hereby given that
the regular Quarterly meeting
of the Sales Department
Will be held on Thursday
of next week at 2:30 pm
in the Conference room.

Mr. / Murphy, Sales director
will preside.

K Glendon

uc

Agenda

Centre + spaced caps

1. Call to Order
2. Invocation
3. Welcome & Apologies
4. Minutes of last meeting
5. Matters arising
6. New Business
 - (i) New Reporting structure lc
 - (ii) Sales report
- 8.8 Date of next meeting
- 8.7 A. O. B
9. Adjournment

Use font style
Times New Roman, Size 12