

Microsoft Office **Everyday**

for a better **understanding** of what this tool does

Got Data?!?



My Contacts

<input checked="" type="checkbox"/>	Sue	~~~~~
<input checked="" type="checkbox"/>	Joe	~~~~~
<input type="checkbox"/>	Tom	~~~~~
<input checked="" type="checkbox"/>	Ann	~~~~~
<input type="checkbox"/>	Dan	~~~~~
<input type="checkbox"/>	Lee	~~~~~



\$\$\$ Statement

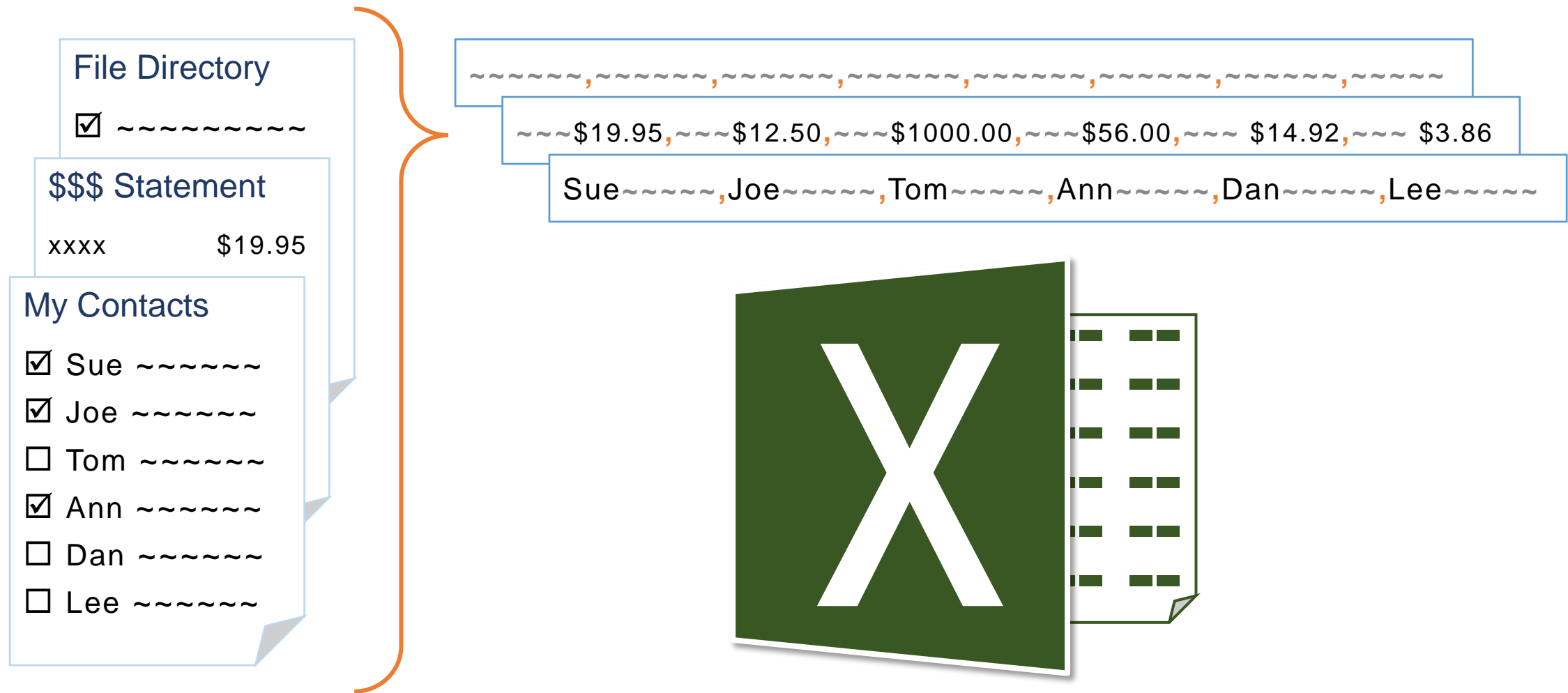
xxxx	\$19.95
xxxx	\$12.50
xxxx	\$1000.00
xxxx	\$56.00
xxxx	\$14.92
xxxx	\$3.86



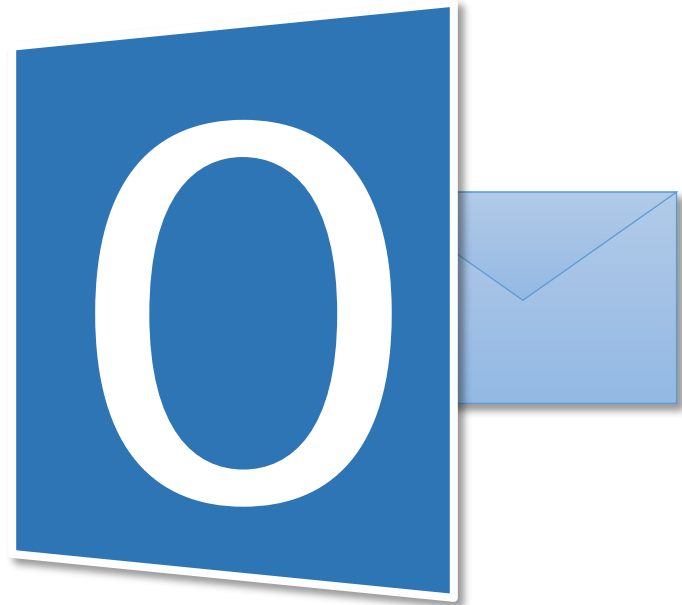
File Directory

<input checked="" type="checkbox"/>	~~~~~
<input checked="" type="checkbox"/>	~~~~~
<input type="checkbox"/>	~~~~~
<input checked="" type="checkbox"/>	~~~~~
<input type="checkbox"/>	~~~~~
<input type="checkbox"/>	~~~~~

Get That Data

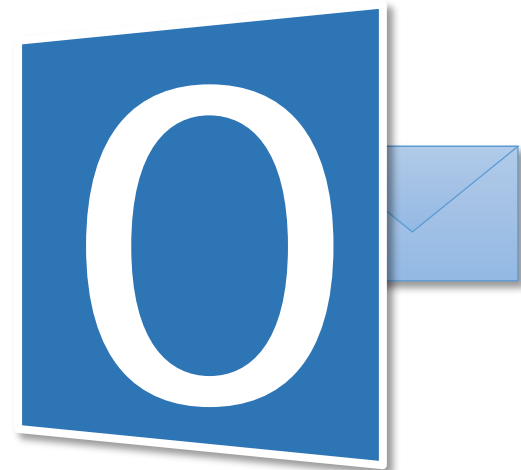


Use That Data





Name	Email	Phone	Address



Thank You

Microsoft Office **Everyday** by Sarah Wischmeyer