

Instructions:

1. Start Word. Create a New Document.
 - a. Click the File Tab, Select New.
 - b. Click Memos.
2. Search for **Memo (Contemporary design)** Template or use any Memo template. *(You may need to go to Office.com to search and download templates).*
3. Split your screen to view this instruction and the Word memo.
4. Scroll down to the next page to see the memo details.
5. Save the memo as **Product Inventory** followed by your initials.
6. Insert the appropriate memo header information.
7. Delete the paragraphs below the memo header and type the 2 paragraphs.
8. Go to your Access Lesson 06 folder. Open the Excel file **Products.xlsx**.
 - a. Highlight and Copy the data.
9. Switch back to your **Product Inventory** document.
 - a. Position your insertion point below the paragraphs.
 - b. Select Paste Special in paste options.
 - c. Select **Paste Link**.
 - d. Select Microsoft Excel Worksheet Object.
10. Save the memo.

Memorandum

To: Mr. Adam Roberts
From: Your Name Here
Date: insert current date
Re: Product Inventory

As requested, below is the data that was extracted from the Inventory database. I have linked the table to the original Excel worksheet so the data will always be updated.

If there are any products that need to be reordered or price adjusted, please contact me.

Product ID	Product Name	Category	Units In Stock	Retail Price
6012	Caller ID Display Unit	Business Machines	5	\$15.59
6044	Highlighters (Yellow)	Office Supplies	25	\$5.99
6055	Highlighters (Green)	Office Supplies	25	\$5.99
6013	Highlighters (Blue)	Office Supplies	25	\$5.99
6019	Cordless Phone	Business Machines	5	\$38.99
6422	Desk Calendar	Desk Accessories	10	\$7.99
6855	Bookcase - 3 shelves	Furniture	2	\$99.99
6183	Bookcase - 4 shelves	Furniture	2	\$129.99
6879	Bookcase - 5 shelves	Furniture	2	\$159.99
6123	White Out	Office Supplies	10	\$3.99
6001	Ink Cartridge - 3825	Computer Supplies	5	\$34.99
6003	Ink Cartridge - 4825	Computer Supplies	5	\$23.99
7012	Folding Chairs	Furniture	6	\$16.99