Instructions:

1. Start Word. Create a new document.

2. Use the Memo (Contemporary design) Template.

3. Save the memo as **Product Inventory**.

4. Insert the appropriate memo header information.

5. Insert the paragraphs.

6. Paste Link the **Products.xlsx** worksheet below the paragraphs.

7. Save the memo.

Memorandum

To: Mr. Joe Cruz

From: Your Name Here

Date: 11/12/2014

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 to 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