

Copy the entire table and paste it below (leaving at least 2 blank lines between them)

Create a 3pt Red Border on the Projected Returns column

Shade the Projected Returns row to Orange, Accent 6 Darker 25%

Change the colour of the text in the row containing Arrears to Audit date to Aqua Darker 25%

Insert a new row at the end of the table and insert the following data

Bonus	1.1	4.2	2.3	5.6	July
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Delete column 12 weeks %

Remove all borders on all data except Projected Returns

Do a print preview of the document and Print TWO copies on the document

Take a screen shot as evidence of your print preview and paste into the Screen shot file in your practice <sup>2</sup><sub>3</sub> folder

Print the screen shot document

In your practice <sup>2</sup><sub>3</sub> folder you should now have three files ~~Pr 101~~, screenshot and practice table.