

PRINTOUTS

Produce the following output, ensuring that your examination number is displayed on each printout.

QUESTION 1

- Print the document **SysInfo**.

QUESTION 2

- Print the document **OrderForm**.

QUESTION 3

- Print the document **Contacts**.

QUESTION 4

- Print the document **ConfirmOrder2** showing the inserted field names *Theme* and *Colour*.
- Print the completed merged document **ConfirmOrder3**.

QUESTION 5

Print the following worksheets from the spreadsheet **Finances**:

- **Profit graph** worksheet clearly showing the **Look T-shirt Profit Analysis** graph.
- **Report** worksheet clearly showing all information.
- **Budget** worksheet clearly showing all formulae.
- **Invoice** worksheet clearly showing all formulae.

QUESTION 6

- Print the document **Copies**.
- Print the report **rptContestants** from the database **Competition**. *Remember to insert your examination number in the header.*