AGENDA

# Meeting Title

## January 10, 2004

## 9:00 a.m. – 5:00 p.m.

Meeting called by Microsoft

Attendees: Attendee List

Please read: Reading List

Please bring: Supplies List

|  |  |
| --- | --- |
| 9:00 a.m. – 10:00 a.m. | Introduction Continental Breakfast  Welcome *Kari Hensien* |
| 10:00 a.m. – noon | Demos New Product Line *Jane Clayton*  Sales Techniques *Jeff D. Henshaw* |
| noon – 4:00 p.m. | Instructions To insert a tab in a table cell, use CTRL+TAB.  To insert or delete rows or columns, use the Table menu.  To add or remove border lines, use the Borders and Shading command on the Format menu. |
| 4:00 p.m. – 5:00 p.m. | Wrap-up Q&A Panel *All speakers* |

## Additional Instructions:

Use this section for additional instructions, comments, or directions.