October 15, 2003

Dr. Jennifer Salo

Greenwater Community College

550 Academy Drive

Little Rock, AR 43518

Dear Dr. Salo:

Re: Desktop Publishing Course

The Southern Computer Technology conference we attended last week was very educational. I enjoyed meeting you at the conference and discussing the implementation of desktop publishing into the Office Technology curriculum. As I mentioned at the conference, we added a desktop publishing course to our Office Technology curriculum at Plains Community College last year.

The interest in the class has been phenomenal. We advertised the class in our college schedule and sent brochures to all college students. Thirty-five people registered for the course. Student evaluations, completed last semester, were very favorable.

Sincerely,

Christy Edmonds

Please notice that these are a few of the graphics that our corporation has created. Thes are a few of the graphics that the class of 2014 created. Many had never taken a publishing class before and several had never been in a computer class before.

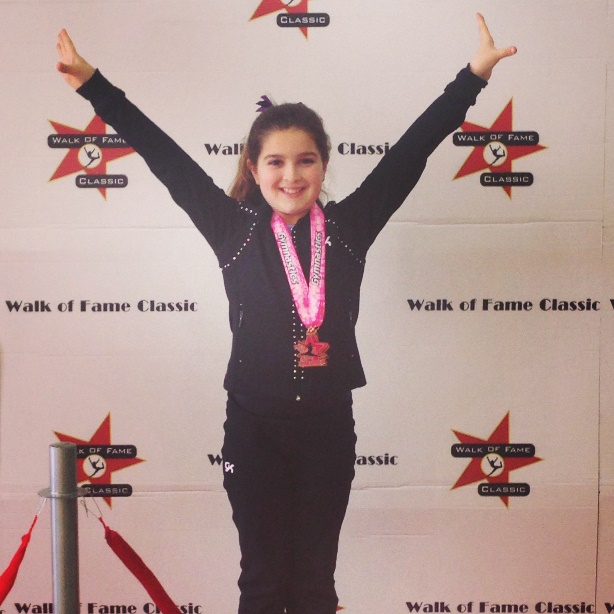
Three of these designs were chosen to be entered in a community wide contest, and one wa chosen as the winner. Can you gues which one it was?

We are very proud of our studnets, they worked very hard on gettings these graphics just perfect.





Here are pictures of my kids



Last but not least, here is a graphic to use for smartarts





C:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0186348.wmf

To: Phil Zanding

From: Jan Burke

Date: 8/18/16

Subject: Current Rates

As we discussed, 30-year fixed mortgages have fallen below the 8% mark. The comparison of mortgage rates nationwide reflects the market as 30-year fixed mortgages are at 7.0%; 15-year fixed mortgages are at 6.875%; and 1-year adjustable rate mortgages are at 6.2%. Currently, with mortgage rates at record lows, borrowers are focusing on fixed-rate mortgage loans as a way to secure fixed rates for the duration of their mortgage.

Last month you mentioned that you wanted to refinance your house. Well, I can honestly say, the conditions have never been better. Your current interest rate of 9.4% was one of the highest rates available when you got it back in 1974. By refinancing your mortgage with any bank in town you could get a much more attractive rate. (I’ve seen some rates as low as 6.5%!) Needless to say, a lower interest rate could save you thousands of dollars over the life of the loan…not to mention lowering your monthly payment.

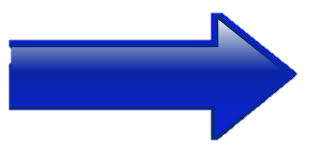
I don’t suggest, however, that you get one of those loans you see on television. Although they may sound good, there are lots of hidden fees and pitfalls. I recommend trying to work with your local savings bank to see if they can help you. If you aren’t satisfied with the loan opportunities they offer, call me and we’ll help you find a lower interest rate with terms you can handle.

Let me know what you want to do, Phil. I look forward to hearing from you soon.

Jan

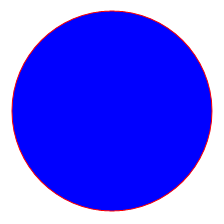
Chocolate

Chocolate is probably the world's favorite food. You can drink it hot or cold, or eat it as a snack or as part of a meal. It is made into pies, cakes, cookies, candy, ice cream and even breakfast cereal. It is nourishing, energy-saving and satisfying.

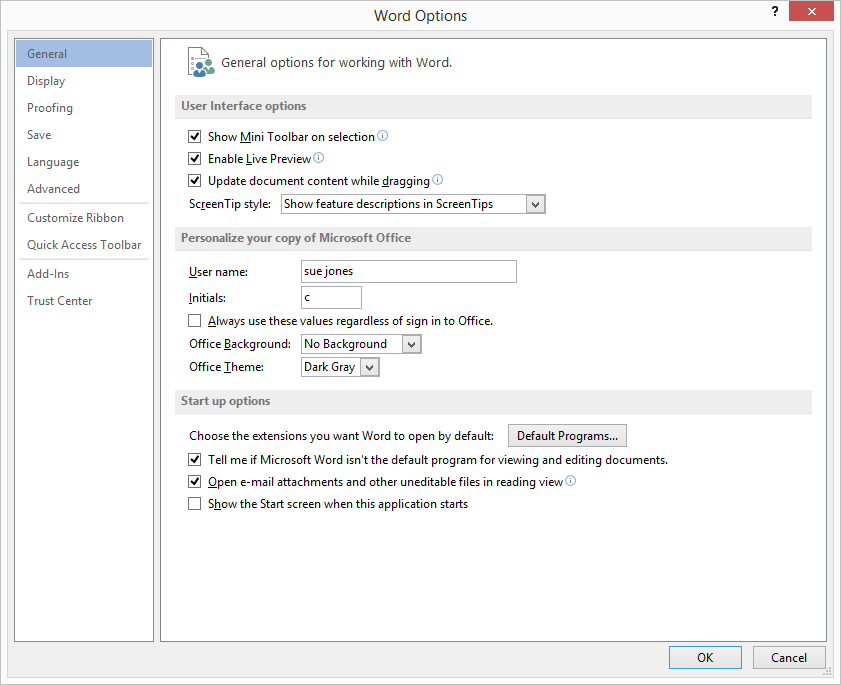
 Chocolate came to us from Mexico, by way of Europe. When the Spanish explorer Cortez arrived at the court of Montezuma, the Aztec Emperor, he found him drinking a cold, bitter drink called Chocolate. It was made from seeds of the cacao tree, ground in water and mixed with spices. Montezuma gave Cortez the recipe and some cacao and vanilla beans. Cortez took them back to Spain, where the Spanish king and queen quickly improved the drink by adding sugar and having it served hot. For about a hundred years, chocolate was exclusively a royal Spanish treat. But once the secret leaked out, the upper classes in most of the European capitals were soon sipping hot chocolate. From Amsterdam, the Dutch settlers brought chocolate to the American colonies, and in 1765 a man named Baker started a chocolate mill near Boston.

A hundred years later, a man in Switzerland found a way to make solid sweet milk chocolate, and a great candy business was born. Chocolate companies like Nestle‚ and Hershey need a lot of cacao beans. About one-third of the supply, over 350 thousand tons, is imported each year from the African country of Ghana. Ghana is the world's largest supplier of cacao beans. For many years, chocolate was made by hand. Now machines do most of the work.

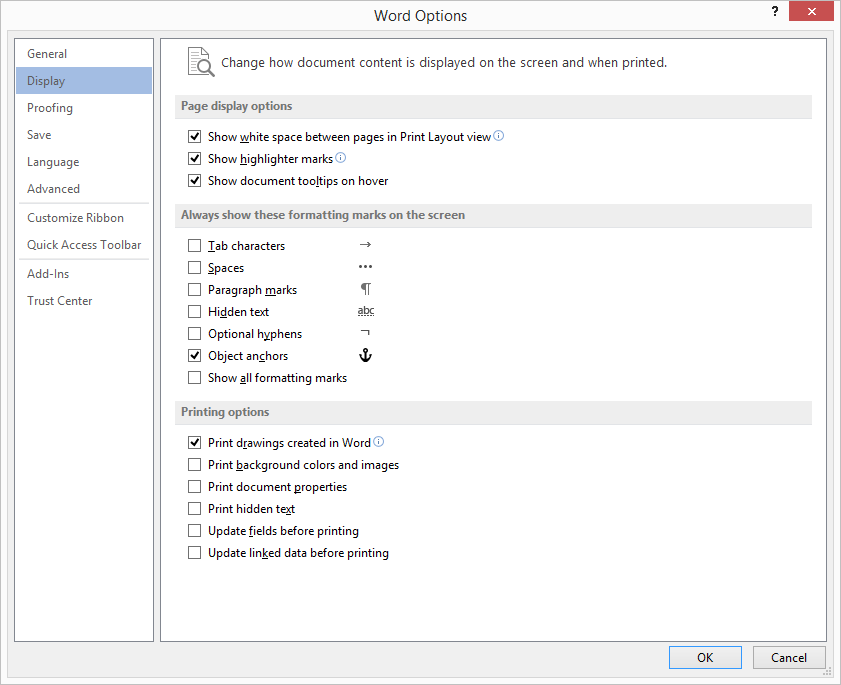
THE CHOCOLATE FACTORY has been specializing in the finest chocolate products for over 50 years. Stop in and sample some of our outstanding chocolate delights.



This is a screen shot of the OPTION tab.



This is a screen shot of the DISPLAY under tools



Here is where you go changee the Tab Characters

