Homeowners Association Annual Meeting 2021

Insert **First\_Name** merge field.

.

Save as **w03\_exam\_merge\_LastFirst**.

Dear ,

Please find below the agenda for the 2021 Annual Meeting. I hope that you will be able to join us and participate. Please RSVP no later than February 20, 2020 by calling 505-555-0421.

Sincerely,

Insert **4x3** table. Delete empty paragraph.

Luciana Sanchez  
Secretary

Merge cells in row 1. Type **March 1, 2019**. **Bold** and **align center**. Change row height to **0.35"**. Apply **Black, Text 1** shading.

# Agenda

|  |  |  |  |
| --- | --- | --- | --- |
| **March 1, 2021** | | | |
| **Start Time** | **End Time** | **Item**  Complete text. Bold row 2. AutoFit contents. | **HOA Officers-Members** |
| 3:00 PM | 3:30 PM | Introductions | President |
| 3:30 PM | 4:00 PM | Financial Summary | Treasurer |
| 4:00 PM | 4:15 PM | Break | Secretary |
| 4:15 PM  Convert text to table, column 2 width **1.5"**. **Right-align** Column 2. | 5:00 PM | Rule Violations | Secretary  Update Interest Income to **$3,000**. |
| 5:00 PM | 6:30 PM | Improvement Requests | Homeowners |

# 2020 Financial Summary

Insert formula to calculate total revenue and format as Currency:  
**{ =SUM(ABOVE) \# "$#,##0.00;($#,##0.00)" }**

Insert **Net Change** row and right-align.

Insert **Total Expenses** row and center.

Create a formula to calculate Net Change:  
**{ =R5C2-R12C2 \# "$#,##0.00;($#,##0.00)" }**

Create a formula to calculate total expenses and format as Currency:  
**{ =SUM(ABOVE) \# "$#,##0.00;($#,##0.00)" }**

**Center** both tables.

|  |  |
| --- | --- |
| Revenue  **Center** both tables. | **Center** both tables. |
| Association Dues  Insert **Total Revenue** row and center. | $10,200.00 |
| Interest Income | $3,000.00 |
| Parking Space Rentals | $1,700.00 |
| Total Revenue | $14,900.00 |
| Expenses |  |
| Operating | $2,200.00 |
| Utilities | $1,800.00 |
| Repairs/Maintenance | $1,700.00 |
| Landscape/Grounds | $1,650.00 |
| Mailboxes | $350.00 |
| Total Expenses | $7,700.00 |
| Net Change  Apply Table Style **Grid Table 4, Accent 3**. Uncheck **Header Row**. | $7,200.00 |

Table : Financial Summary

Add **Table 1: Financial Summary** caption and center.