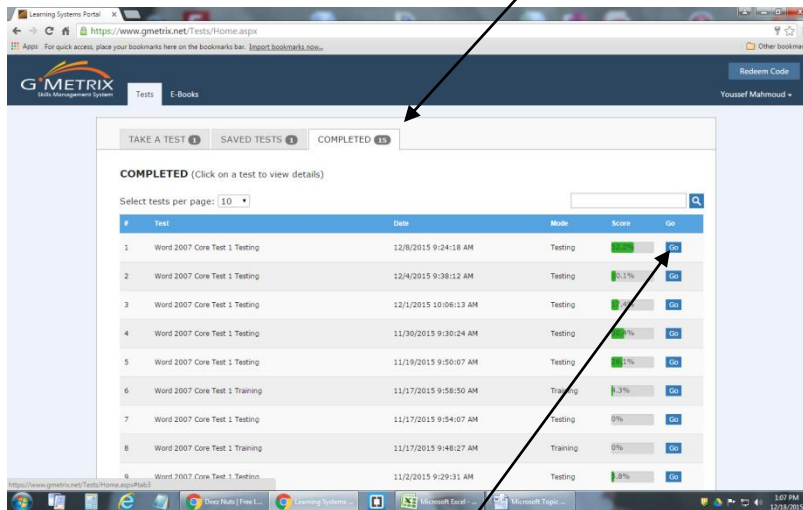


Notebook Organization Steps (Compliments of MR. Riese)

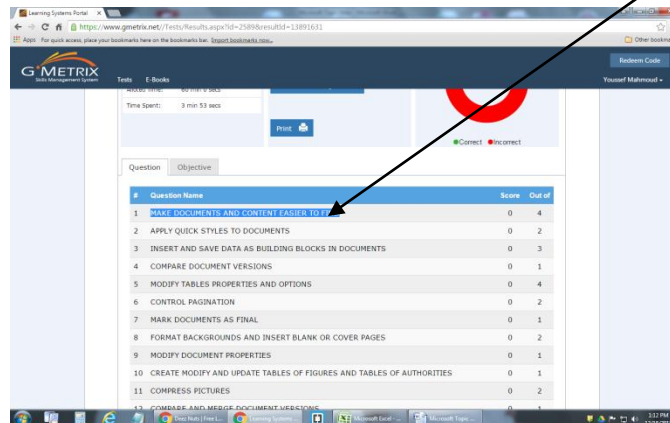
Step 1 Please log on www.gmetrix.net with your Gmetrix student account

Click on Completed Exams



Step 2 Click "Go" on any exam you did not pass

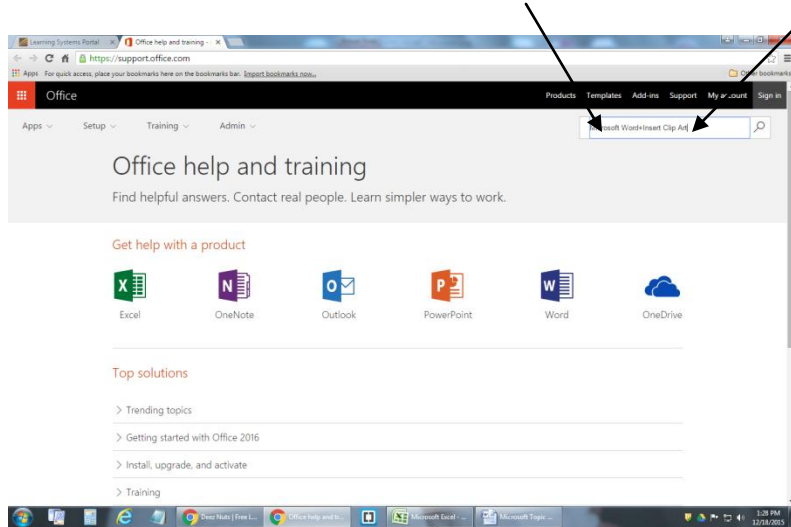
Step 3 Highlight and copy the questions you got wrong



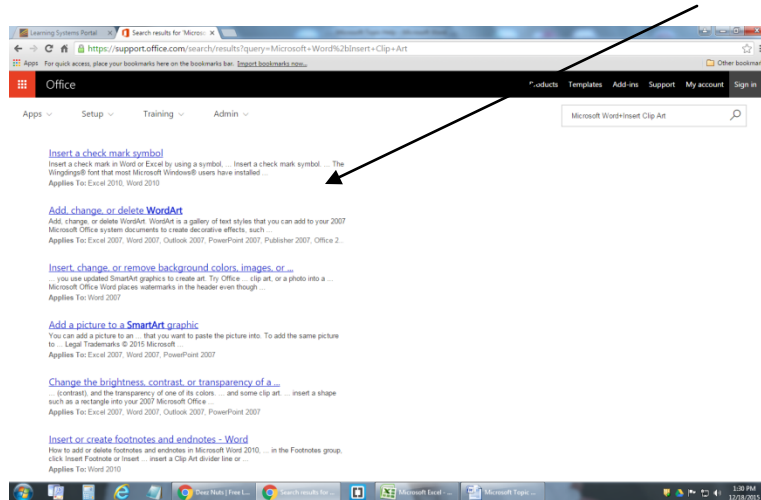
Step 4 Open the link below on the Internet

<https://support.office.com/>

Step 5 Please use the search feature and type Microsoft Word+(paste the topic you got incorrect)



Step 6 Follow the link that answers your incorrect topic



Step 7 Please write your answers to those topics alphabetically in your notebook after you locate them.

This Process will cut your search time in half for locating answers to topics, and I strongly suggest you alphabetize a table of contents for your notebook.

Good Luck!

Respectfully,

Mr. Riese