

Name: Aliyan Ahmed Cheema

Reg # FA22-BCE-028

Assignment 3

Question 1

To: All Employees <all@company.com>

From: Human Resources <hr@company.com>

Subject: Choice of Floating Holiday Plan – Response Required

Date: April 28, 2025

Dear Team,

As you know, our standard holiday schedule includes eleven fixed holidays plus one company-wide floating holiday determined by vote. Beginning next year, management is considering an alternative option: instead of a single company-wide floating holiday, each employee would choose their own floating holiday. If multiple employees in the same department request the same day off, the tie would be broken by seniority.

Current Plan (Option A):

- One floating holiday that everyone takes on the same day each year (voted by all employees)

Proposed Plan (Option B):

- One individually selected floating holiday per employee.
- Requests subject to departmental staffing needs.
- Seniority determines priority if two employees request the same date.

Please reply to this email by **5:00 PM on May 5, 2025**, indicating your preferred option:

- **Option A** – Continue with the company-wide floating holiday
- **Option B** – Move to individually chosen floating holidays

Your feedback will guide our final decision and ensure that we balance flexibility with operational needs. If you have questions, feel free to reach out.

Thank you for your prompt response.

Best regards,

Aliyan Ahmed Cheema

HR Manager

Company, Inc.

123 Business Road, Suite 400

Cityville, ST 12345

Phone: (555) 123-4567 | Email: hr@company.com

Question 2

Memorandum

Date: April 29, 2025

To: All Staff

From: Aliyan, Manager

Subject: Approval for Telecommuting Seminar Attendance

I have approved Darrell Walters, Akil Jackson, and Amy Woods to attend the "Telecommuting and Telework Policies" seminar on March 22.

Question 3

Date: April 29, 2025

To: Marketing Department Staff

From: Linda M. Trojner, Marketing Director

Subject: How to Copy Text and Images from PDFs Using the Snapshot Tool

You can save time by reusing artwork and copy from last year's catalog PDFs. Follow these steps to capture any portion of a PDF and paste it into Word, Excel, or PowerPoint:

1. Open the PDF.

Launch Adobe Acrobat (any version) and open the file containing the content you wish to reuse.

2. Activate the Snapshot Tool.

- In the menu bar, click **Tools**.
- Depending on your Acrobat version, select **Basic > Snapshot Tool** or **Select & Zoom > Snapshot Tool** (camera icon).

3. Select the area to copy.

- After you activate the tool, your cursor will change to crosshairs.
- Click at one corner of the desired area, hold down the left mouse button, and drag diagonally to enclose the text or image.
- Release the mouse button. Acrobat will flash a message saying "Snapshot copied to clipboard."

4. Paste into your Office document.

- Switch to Word, Excel, or PowerPoint.
- Place the insertion point where you want the graphic or text to appear.
- Press **Ctrl + V** (or right-click and choose **Paste**).

5. Copy an entire page (optional).

- With the Snapshot Tool active, right-click anywhere on the page and choose **Select All** (or press **Ctrl + A**).

- Release the click or keystroke; the entire page is copied.
- Paste as above.

6. Adjust as needed.

- Once pasted, you can resize, crop, or reformat the image/text in your Office application.
- Save your document.

If you have any questions or need a live demonstration, please drop by my office or reply to this memo.

Thank you, and happy catalog-building!

Linda M. Trojner
Marketing Director
Jovanovic Laboratory Supply, Inc.
Bozeman, Montana

Question 4

December 20, 2024

Mr. Robert Chen
Vice President, Operations
Seaview Technologies, Inc.
1120 Harbor Drive
Marina Del Rey, CA 90292

Dear Mr. Chen,

Thank you very much for hosting our department's holiday dinner cruise on December 12. The evening aboard the Seabreeze was truly memorable—from the festive décor in the dining salon to the spectacular views of the Marina Del Rey harbor at sunset.

I especially enjoyed the live jazz ensemble you arranged. Their set under the twinkling lights on the aft deck created a perfect ambiance for the ballroom dancing; I haven't had that much fun on the dance floor in years! The gourmet seafood dinner and decadent chocolate mousse also exceeded all expectations, and I appreciated how attentive the crew was throughout the evening. The casino tables were an unexpected delight—congratulations to Raj on his blackjack winnings!

Your thoughtfulness in organizing such an elegant celebration brought our team closer together and reminded us how much Seaview Technologies values its people. It was a wonderful way to cap off a busy year.

Thank you again for a truly exceptional evening. I look forward to carrying the holiday spirit—and renewed team enthusiasm—into the year ahead.

Warm regards,

Aliyan Ahmed Cheema
Marketing Coordinator
Seaview Technologies, Inc.
(310) 555-2478
email@seaviewtech.com