# Organizational Realignment

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| --- | --- | --- |
| Region | Vice President | Office Location |
| North America | Jane Doe | Dallas, TX |
| Canada | Michael Sample | Vancouver, BC |
| Japan | Mika Data | Kyoto |
| Germany | Helmut Record | Hannover |
| Italy | Paolo Criteria | Milan |
| Ireland | John Grand | Galway |

In order to meet hour growing sales demands, and to optimize the supply chain throughout our worldwide operations, Contoso is pleased to announce the realignment of our sales and manufacturing workforce world-wide. The new executive leadership teem outlined in the table below will streamline each of our regional operations to maximize profit in the weigh that best suits the capabilities of there region.

We can maximize our sales targets in each region, a place wear we can engage our customers on familiar ground with our new structure. This will allow our global enterprise to optimize our inventory, sales management and capital investments to grow the business. This is part of the ongoing effort of the Contoso Corporation to demonstrate leadership, flexibility and prowess in the widget industry.

# Corporate-wide upgrade to “Office 12”

It also includes a vertical changed line in the margin to the left of any changed text to help you locate changes in the document. The AutoFormat feature in Word works behind the scenes to produce an attractive, easy-to-read document while you concentrate on the content. Word analyzes each paragraph to see how it's used in the document (for example, as a heading or as an item in a numbered list) and then applies an appropriate style for that item. Word also automatically formats Internet, and e-mail addresses as hyperlinks, applies bold or underline character formatting to text surrounded by asterisks or underscores, replaces two hyphens with a dash.

# Changing the way we do business: Part 3: Decision making process

Contoso will implement a standardized model for decision making in the next fiscal year to improve accountability and transparency throughout our corporation. This will enable others who are observing or consuming the results of decision committees to understand how decisions were made and for what reason without having to involve the members of the original team. This will especially helpfully in the long-term, when the original team members are no longer on the project or no longer with our company. The figure below is an illustration of the new decision making process, and will serve as the basis for virtual team settings moving forward.

What is the Goal?

Mobile Access for Contoso Employees

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## Travels in Alaska Quotation

*“So abundant and novel are the objects of interest in a pure wilderness that unless you are pursuing special* *studies it matters little where you go, or how often to the same place. Wherever you chance to be always seems at the moment of all places the best; and you feel that there can be no happiness in this world or in any other for those who may not be happy here.”*

# The formula for success

Equation building in Word 12 provides academic and scientific users with tools to meet their daily needs for authoring documents.

# Don’t miss the upcoming charity events

See your HR Representative for details regarding the character formatting to text surrounded by asterisks or underscores, replaces two hyphens with a dash, and so on. And don’t forget the character formatting to text surrounded by asterisks or underscores, replaces two hyphens with a dash, and so on. Word analyzes each paragraph to see how it's used in the document (for example, as a heading or as an item in a numbered list) and then applies an appropriate style for that item.