**2.1 Assignment Instructions**

**Scenario**You are a new hire for TechZone, Inc. You are hired as a sales representative and will frequently travel to events around the country. You will need to create a signature block, construct a business contact, and schedule your first business trip with an attached Excel travel expense worksheet using Outlook. When you finish all required tasks using the directions below, submit your final document using the appropriate Submit Assignment button in Canvas.

**Directions:**

**Create a Signature block:**

1. Save the attached Excel Travel Expense data file located in Canvas to your student drive, your local computer drive, or to a flash drive. Save carefully so that you know how to locate your saved files.
2. Open your student Outlook App version (downloaded in the Getting Started module)
   1. Prepare your new signature block to include you name, email address, phone number, and job title, company name
   2. Save your signature block and open a new email message. Complete a screen print of your signature block and paste below.

**Signature Screen Print: A picture containing text, screenshot, monitor, indoor

Description automatically generated**

**Construct a contact:**

1. Construct a new contact with the following information below using Outlook:
   1. Name: Mr. Sam Smith, Company: Whatever Works, Inc. Job Title: President, email: smiths@whateverworks.com, Business phone: 1-888-111-2222, Notes: Meet with Mr. Smith to discuss future business contract.
   2. Save this contact. Complete a screen print of the contact and paste below.

**Contact Screen Print: A screenshot of a computer

Description automatically generated with medium confidence**

**Schedule a meeting using an Attached Excel document:**

1. Schedule a meeting using Outlook with the subject “Meet with Mr. Smith: future business contract” for the first Monday of the next month. Attach the Excel *Travel Expense* worksheet as a reminder for you to complete after your business travel.
   1. Save this meeting with your Outlook calendar. Complete a screen print of the meeting that also shows the Excel attachment and past below: **Meeting with Excel File Attached Screen Print: Text

      Description automatically generated**

Rename this file ***LastName\_FirstName\_2.1 Assignment*** and SUBMIT via the Submit Assignment button at the top of the assignment page in canvas. (If working on a mobile device: Submissions tab, Turn In button.)

**Grading Rubric:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Skill Performed Correctly** | **Skill Attempted with Errors** | **Skill Not Attempted** |
| Create a Signature block as indicated | 2 | 1 | 0 |
| Constructed a contact as indicated | 4 | 2 | 0 |
| Schedule a meeting using an Attached Excel document as indicated | 4 | 2 | 0 |
| Total | 10 | | |