1. Save the file as “***My Challenge***” in the Chapter 5 file.
2. Complete the tasks at the top of the form on Page 2 by inserting   
   content controls where indicated.
3. 1. Open the “**Merge Challenge*”*** document in the Chapter 5 file   
    and save the file as “***My Merge Challenge***”.   
   2. Use the “**05\_06 EmployeeList.xlsx”** to insert the merge fields   
    indicated in the document.  
   3. Complete the merge and save the file as “***Final Merge***” in the   
    Chapter 5 file.
4. 1. Create a property named “***EE***” that will insert the content   
    “***Employee Name:*** ”.   
   2. Insert the field on Page 2 to replace the placeholder [Title].
5. After completing all tasks, save and close all files.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | |  |  | **Employee Name:** |  | | |  |
|  |  |  |  |  | Last Updated: | Click to Add Date |
|  |  |  |  |  |  |  |
| *This timesheet must be received by your supervisor within 24 hours following the end of the pay period.* | |  |  | Pay Period Start Date: | | Click to Add Date |
|  | | |  | Pay Period End Date: | | Click to Add Date |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Your Name: | Click to Add Name | |  | Your Cell: |  | |
| Your Manager: | Choose an item. | |  | Your Email: | |  |
|  |  |  |  |  |  |  |
| Day | | Regular Hours | Overtime Hours | Sick Hours | Vacation Hours | Total |
| Monday | |  |  |  |  | 0.00 |
| Tuesday | |  |  |  |  | 0.00 |
| Wednesday | |  |  |  |  | 0.00 |
| Thursday | |  |  |  |  | 0.00 |
| Friday | |  |  |  |  | 0.00 |
| Saturday | |  |  |  |  | 0.00 |
| Sunday | |  |  |  |  | 0.00 |
| Monday | |  |  |  |  | 0.00 |
| Tuesday | |  |  |  |  | 0.00 |
| Wednesday | |  |  |  |  | 0.00 |
| Thursday | |  |  |  |  | 0.00 |
| Friday | |  |  |  |  | 0.00 |
| Saturday | |  |  |  |  | 0.00 |
| Sunday | |  |  |  |  | 0.00 |
|  | **Total Hours** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
|  | **Hourly Rate** |  | $0.00 | $0.00 | $0.00 |  |
|  | **Total Pay** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |
|  |  |  |  |  |  |  |
|  |  | Employee Signature | | | |  |  |  |
|  |  | Manager Signature | | | |  |  |  |