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1. After opening this file, use Save As to save to your computer—add your last name to the end of the existing filename.
2. Use the alphabetic indexing rules found in this chapter to determine the indexing order for each name. Key each name in indexing order in the cell beside it. Key diagonals (/) and spaces between the units.
3. Below the table, list the coded names by their number in alphabetic filing order. An example would be 34, 56, 75, 1, 4, 22, etc. (these are not the correct names to start your order—it's just an example of how to key the sequence.) Do not renumber the items by row—key the number of the name that would come first, and then second, and so on.
4. Resave the file and attach it to the assignment in Canvas.

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