**Please Sign-in!**

Building Name: Venue:

Receptionist: Block Number:

**SIGN-IN SHEET**

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| --- | --- | --- | --- | --- | --- |
| **EMPLOYEE NAME** | **SIGN-IN TIME** | **COMPANY NAME** | **PHONE** | **EMAIL** | **SIGNATURE** |
| Michael | 7:30 AM | **FYLDER** | +1648724690 | Michael@gmail.com | - |
| Abigale | 8:30 AM | **BUYYU** | +1073893758 | Abigale@gmail.com | - |
| Belle | 9:00 AM | **TCB** | +1648728690 | Belle@gmail.com | - |
| Charlotte | 7:30 AM | **EYLUS** | +1073893450 | Charlotte@gmail.com | - |
| Harrison | 8:30 AM | **FYLDER** | +1648724541 | Harrison@gmail.com | - |
| Jesse | 9:00 AM | **BUYYU** | +1073693758 | Jesse@gmail.com | - |
| Emily | 9:00 AM | **TCB** | +1648764690 | Emily@gmail.com | - |
| Rebecca | 7:30 AM | **BUYYU** | +1073843758 | Rebecca @gmail.com | - |
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**To Use This Documents**

The text inside the brackets which is highlighted is meant to be edited with your text. This is the way you can edit the document as given below:

**To Edit Text:**

1. Point the mouse where you want to edit and delete the sample text and then you can add your text.
2. You can change the size, font & color of the text in the Main Tab: Home



**To Edit Table:**

1. Point the mouse in the table where you want to edit and delete the sample text and then you can add your text.
2. You can adjust the row & column size of the table in the Main Tab: Layout



**To Edit Chart:**

1. Select the chart which is going to edit and then
2. In Main tab: Design -> Edit Data
3. It will open the excel sheet where you can edit the values of the chart

