# Staff list

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Surname** | Name | **Address** | **City** | **Code** | **Dept** |
| Roux | Chris | PO Box 333 | Roodepoort | 1725 | Development |
| Saunders | Pauline | PO Box 4356 | Florida | 1710 | Training |
| Pillay | Mark | PO Box 12 | Roodepoort | 1725 | Stores |
| De Klerk | Marinda | PO Box 3567 | Roodepoort | 1725 | Training |
| Myers | Cecil | PO Box 234 | Florida | 1710 | Development |
| Dlamini | Gertrude | PO Box 112 | Roodepoort | 1725 | Personnel |
| Stemmet | Patrick | PO Box 3451 | Randburg | 2125 | Personnel |
| Peterson | James | PO Box 2345 | Randburg | 2125 | Training |
| Pillay | Rodney | PO Box 324 | Roodepoort | 1725 | Stores |
| Coetzee | Lizette | PO Box 3421 | Randburg | 2125 | Training |
| Roux | Ben | PO Box 2348 | Roodepoort | 1725 | Development |
| Zimmerman | Stanley | PO Box 234 | Randburg | 2125 | Stores |
| Meyer | Christine | PO Box 345 | Tarlton | 1749 | Stores |
| Twala | Alfred | PO Box 338 | Tarlton | 1749 | Development |

# Sentences to Sort

**Chart:** A graphical representation of data

**Macro:** A stored series of actions to automate a task

**Outline View:** Displays headings styles. The headings can be collapsed or expanded.

**Template:** A special document that you design tohelp automate the typing of specific documents.

**Tabbed Text:** Text separated by tab stops

**Style:** Formats that can be applied for consistency in a document

**Border:** Decorative lines around text, tables or objects.

# Tab List to Sort

**City Postal Code**

Jhb 2000

Kdp 1740

Dbn 4000

Cpt 8000