

fZfbfgfAfbfv fvf□fOf%of€,iŽÀ□s't,Éfwf<fv,đŽQ□Æ,·,é,É,í□A?  
,đfNfŠfbfN,μ□A□Ý'è,Ü,½,Íf{f^f",đ'¼□ÚfNfŠfbfN,μ,Ü,·B

[-¼'O] f{fbfNfX,ÉŽ[-¼,đ"ü—í,μ,Ü,·□B

"ü—í,μ,Ä,ç,½,¾, [-¼'O] ,í'SŠp,Å 26 •¶Žš ("¼Šp,Å 52 •¶Žš) ,Ü,Å,đ"o~^,·,é,±,Æ,³,Å,«,Ü,·,³□AProject 95  
<N"®Žž,É•Ž!,³,é,é [-¼'O] ,ì•¶Žš□",í 'SŠp,Å 21 •¶Žš ("¼Šp,Å 42 •¶Žš) ,Ü,Å,μ,©\Ž!,³,é,Ü,¹,ñ□B

[Š'®] f{fbfNfX,ÉŠ'®,.,é'gD-¼,ð"ü—í,μ,Ü,·B  
"ü—í,μ,Ä,ç,½,¾, [Š'®] ,í'SŠp,Å 26 •ŕŽš ("¼Šp,Å 52 •ŕŽš) ,Ü,Å,ð"o~^,.,é,±,Æ,³,Å,«,Ü,.,³AProject 95  
<N"®Žž,É•Ž!,³,é,é [Š'®] ,ì•ŕŽš" ,í 'SŠp,Å 21 •ŕŽš ("¼Šp,Å 42 •ŕŽš) ,Ü,Å,μ,©•Ž!,³,é,Ü,¹,ňB

-¼'Ö,Ü,½,ÍŠ'®,ð•İX,·,é,É,ÍA[•İX] ,đNfŠfbfN,μ,Ü,·B

»•i,ì CD fL["Ôt,ð<L~^,.,é,É,ÍACD fP[fX,ì— -Ê,É"\•t,³,ê,Ä,ç,é [CD fL[ ] ,ì%º,É, ,é"Ôt,ð"ü—  
Í,µ,Û,·B

»•i,lfvf\_fNfg ID ,đ•Ži,μ,Ü,·Bfvf\_fNfg ID  
íAfpfbfP[fW,É“«<sup>3</sup>,ê,Ä,ç,éu“^Ó’/fjftfBjVfff·Eft[fU[fy“o~^È—Š’v,lfvf\_fNfg ID ,ì  
—“,É,<sup>2</sup>L“ü,,<sup>3</sup>/<sub>4</sub>,<sup>3</sup>,çB

[ftfHf<f\_] ,É•\Ži,³,ê,Ä,ç,éftfHf<f\_ ,Æ,í•Ê,̀ftfHf<f\_ ,ÉfAfvfŠfP□[fVf†f“,ðfZfbjgfafbfv,·,é,É,í□A[ftfHf<f\_ ,ì•ĩ□X]  
,ðfNfŠfbfN,μ,Ü,·□B

• È, ìftfHf<f\_ÉfAfvfŠfP[fVf+f“, ðfZfbfjgfAfbfv, ·, é, É, íA[ftfHf<f\_] f{fbfNfX, ìftfHf<f\_-  
¼, ðf\_fuf<fNfŠfbfN, µ, Ü, ·Bfhf%ofCfu, ð• ïX, ·, é, Ê, íA[fhf%ofCfu] f{fbfNfX, Åfhf%ofCfu-  
¼, ðfNfŠfbfN, µ, Ü, ·BftfHf<f\_ ðV<K[]-·, ·, é, É, íA•K—v, É%ž, ¶, ÄftfHf<f\_Ü, ½, Ífhf  
%ofCfu, ð• ïX, µA[fZfbfjgfAfbfvæ] f{fbfNfX“à, ìpfX-¼, ìEä, ÉA[]-·, ·, éftfHf<f\_-¼, ð“ü—í, µ, Ü, ·B



• È, ÌftfHf<f\_, ÉfAfvfŠfP□[fVf†f“, ðfZfbfjgfAfbfv, ·, é, É, Í□A[ftfHf<f\_] f{fbfNfX, ÌftfHf<f\_-¼, ðf\_fuf<fNfŠfbfN, µ, Ü, ·□B



fAfvfŠfP[fVf#f“, đŽÀ[s, ., é, ì, É, Å, à, æ, Žg, í, ê, éftf@fCf<, đ, ., x, ĀfZfbfgfAfbfv, ., é, É, Í, A[•W€fZfbfgfAfbfv]  
, đfNfŠfbfN, μ, Ü, ., B  
Project 95 , ì [•W€fZfbfgfAfbfv] flfvfVf#f“, É, Í, AfXfyf<f` fFfbfN fvf[fOf%of€A, È, Ç, ì Office  
fc[f<, ŠÜ, Ü, è, Ā, ç, Ü, ., B, ½, ¾, μ, AfFind Fast, Visial Basic for Applications , ìfif“f%ofCf“  
fwf<fvAf[f^fx[fX fAfNfZfXftf@fCf< (ODBC) , ÍŠÜ, Ü, è, Ā, ç, Ü, ¹, ñ, B  
[•W€fZfbfgfAfbfv] flfvfVf#f“, ÉŠÜ, Ü, è, Ā, ç, É, çflfvfVf#f“, đ•\Ž!, Ü, ½, ÍfZfbfgfAfbfv, ., é, É, Í, A[fjfxf^f€  
fZfbfgfAfbfv] , đfNfŠfbfN, μ, Ü, ., B[fjfxf^f€ fZfbfgfAfbfv] flfvfVf#f“, đ'ì'đ, ., é, Æ, A[•W€fZfbfgfAfbfv]  
flfvfVf#f“, ÅÝ'è, ³, è, Ā, ç, éflfvfVf#f“, Í, A, ., ç, ©, ¶, B'ì'đ, ³, è, Ā, ç, Ü, ., B

•K—v, Èftf@fCf<, ¾, ¯, ð'í'ð, μ, ÅfZfbfgrfAfbfv, ·, é, ©□A, Ü, ½, Í, ·, x, Ä, ìftf@fCf<, ðfZfbfgrfAfbfv, ·, é, É, Í□A[fjXf^f€  
fZfbfgrfAfbfv] ,ðfNfŠfbfN, μ, Ü, ·□B  
fZfbfgrfAfbfv, ·, éftf@fCf<, ð'í'ð, ·, é, É, Í□A[fifvVf#f"] f{fbfNfX, ìfifvVf#f"-¼, ìf`fFfbfN  
f{fbfNfX, ðfif", É, μ□A[fifvVf#f", ì•ì□X] ,ðfNfŠfbfN, μ, Ü, ·□B  
Project , ì, ·, x, Ä, ìftf@fCf<, ðfZfbfgrfAfbfv, ·, é, É, Í□A[·, x, Ä'í'ð] ,ðfNfŠfbfN, μ, Ü, ·□B  
[fjXf^f€ fZfbfgrfAfbfv] fifvVf#f", ð'í'ð, ·, é, Æ□A[•W□€fZfbfgrfAfbfv] fifvVf#f", Å□Ý'è, ¾, é, Ä, ç  
, éfifvVf#f", Í□A, ·, ç, ©, ¶, ß'í'ð, ¾, é, Ä, ç, Ü, ·□B

fAfvfŠfP[fVf#f“, đŽÀ□s, ., é, ì, É•K—v□Å□—CEÀ, ìftf@fCf<, ¾, ̄, đfZfbfgfAfbfv, ., é, É, í□A[□Å□—fZfbfgfAfbfv]  
, đfNfŠfbfN, μ, Ü, ·□B[□Å□—fZfbfgfAfbfv] flfvfVf#f“, É, í□AProject fvf□fOf%of€ , đ“ @□ì, ³, ¹, é•K—  
v□Å□—CEÀ, ìftf@fCf<, ²ŠÜ, Ü, è, Ä, ç, Ü, ·□B□Å□—fZfbfgfAfbfv, É, í□AProject , ìlf“f%ofCf“ fwf<fv, íŠÜ, Ü, è, Ä, ç  
, Ü, ¹, ñ□B  
[□Å□—fZfbfgfAfbfv] flfvfVf#f“, ÉŠÜ, Ü, è, Ä, ç, È, çflfvfVf#f“, đfZfbfgfAfbfv, ., é, É, í□A[fjXf^f€ fZfbfgfAfbfv]  
, đfNfŠfbfN, μ, Ü, ·□B[fjXf^f€ fZfbfgfAfbfv] flfvfVf#f“, đ‘l‘đ, ., é, Æ□A[•W□€fZfbfgfAfbfv]  
flfvfVf#f“, ÅŸ‘è, ³, è, Ä, ç, éflfvfVf#f“, í□A, , ç, ©, ¶, ß‘l‘đ, ³, è, Ä, ç, Ü, ·□B

fAfvfŠfP[fVf#f“, đŽÀ[s,·,é,ì,É•K—vÅ—CEÀ,ìftf@fCf<,đf|fbfgf[fN,©,cfRf“fsf...  
[f^,ÉfZfbfgfAfbfv,·,é,É,íA[f[fNfXfe[fVf#f“ fZfbfgfAfbfv] ,đfNfŠfbfN,μ,Ü,·B

[f{f}v{f}f"] f{f}b{f}N{f}X, ð, ·, x, ÄfZf{f}b{f}g{f}A{f}b{f}v, ·, é, É, í□A[ ·, x, Ä'1'ð] ,ðfNfŠf{f}b{f}N, μ, Ü, ·□B  
fZf{f}b{f}g{f}A{f}b{f}v, ·, éf{f}v{f}V{f}f" , ì^ê—, ©, çf{f}v{f}V{f}f" , ð□í□œ, ·, é, É, í□A[f{f}v{f}V{f}f" ] f{f}b{f}N{f}X, ðf{f}v{f}V{f}f" -¼, ð` fF{f}b{f}N  
f{f}b{f}N{f}X, ðf{f}t, É, μ, Ü, ·□B  
f{f}v{f}V{f}f" , ì" à—e, ð'1'ð, μ, ÄfZf{f}b{f}g{f}A{f}b{f}v, ·, é, É, í□A[f{f}v{f}V{f}f" ] f{f}b{f}N{f}X, ðf{f}v{f}V{f}f" -¼, ð` fF{f}b{f}N  
f{f}b{f}N{f}X, ðf{f}f" , É, μ□A[f{f}v{f}V{f}f" , ì·í□X] ,ðfNfŠf{f}b{f}N, μ, Ü, ·□B

[f]fVf#f" ] f{fbfNfX,Å'1'ð,³,ê,Ä,ç,é]fVfVf#f",ì"à—e,ð•\Ž!,·,é,É,ÍA[f]fVfVf#f",ì•ï[X]  
,ðfNfŠfbfN,μ,Û,·Bf]fVfVf#f",ì"à—e,ª'1'ð,Å,«,È,çêê#f,ÍA[f]fVfVf#f",ì•ï[X] ,í'W[F•\Ž!,É,È,èAZg—  
p,Å,«,Û,¹,ñB



[f]vVf#f" ] f{fbfNfX,Å'1'δ,μ,½f]fVfVf#f",δ•Ê,ìé□Š,ÉfZfbfjgfAfbfv,·,é,É,í□A[ftfHf<f\_ ,ì•ï□X]  
,δfNfŠfbfN,μ,Ü,·□B[ftfHf<f\_ ,ì•ï□X] ,íZfbfjgfAfbfv□æ,δ•ï□X,Å,«,é]f]v]V]f]#]" ,É'í,μ,Ä,¾, ~Žg—p,Å,«,Ü,·□B

fAfvfŠfP[fVf+f“,lfvf[fOf%of€ fOf<[fv,đV<K]̀-.,.é,É,íA[fvf[fOf%of€ fOf<[fv] f{fbfNfX,Éfvf[fOf%of€  
fOf<[fv-¼,đ“ü—í,μ,Ü,·B

Šù‘¶, ìfvf□fOf%of€ fOf<□[fv, ÉfAfvfŠfP□[fvf†f“ fAfCfRf“, ð•\Ž!, ., é, É, Í□A[“o~^, ³, ê, Ä, ç, éfOf<□[fv]  
f{fbfNfX, ìfvf□fOf%of€ fOf<□[fv-¼, ðfNfŠfbfN, μ, Ü, ·□B

'l'đ,μ,½flfvfVf#f",đfZfbfgfAfbfv,·,é,ì,É•K—v,È<ó,«—e—Ê,đ [•K—v,È—e—Ê] ,É•\Ž|,·,é,É,í□A[fhf%ofCfu]  
f{fbfNfX,lfhf%ofCfu,đfNfŠfbfN,μ,Û,·□BŽw'è,μ,½fhf%ofCfu,ÅÆ»□ÝŽg—p%oÂ"\,È<ó,«—e—Ê,<sup>a</sup> [<ó,«—e—Ê]  
,É•\Ž|,<sup>3</sup>,è,Û,·□Bfhf%ofCfu,É□\•<sup>a</sup>,È<ó,«—e—Ê,<sup>a</sup>,È,ç□ê□#̂,í□AfZfbfgfAfbfv,đCEp'±,·,é,ì,É•s'«,μ,Ä,ç,é<ó,«—e—Ê,<sup>a</sup> [•s'«—e—Ê] ,É•\Ž|,<sup>3</sup>,è,Û,·□B

fAfvfŠfP[fVf#f", đfZfbfgfAfbfv, ., é, ì, É\•ª, È<ó, «—e—  
Ê, đŠm•Û, ., é, É, íA fZfbfgfAfbfv, ., élfvfVf#f", ì", đCE, , ç, ., © AfAfvfŠfP[fVf#f", ìfZfbfgfAfbfvæ, ì<ó, «—e—  
Ê, đ'□, â, μ, Û, .□BfZfbfgfAfbfv, ., élfvfVf#f", đ•ï□X, ., é, É, íA[fvfVf#f", ì•ï□X] , đfNfŠfbfN, μ, Û, .□B

'1'đ,μ,½f1fvfVf#f",ÅfAfvfŠfP[fVf#f",đfZfbfgfAfbfv,·,é,É,íA[fZfbfgfAfbfv,ìŠžn] ,đfNfŠfbfN,μ,Ü,·B

• Ê, ì, ê, Š, É, , é, ¼, ì, f, v, f, Š, f, P, [f, v, f, f], , Æ, < α — L, , , é, f, t, f, @, f, C, f, <, ð, f, Z, f, b, f, g, f, A, f, b, f, v, , , , é, É, Í, [f, t, f, H, f, < f, \_], ì • Ì, X ]  
, ð, f, N, f, Š, f, b, f, N, μ, Ü, ·, B

f{fbfNfX,É-Ú"l,ìft□[fo□[-¼,ÆfpfX-¼,đ"ü-í,μ□A[CEp'±] ,đfNfŠfbfN,μ,Ü,·□B  
Šù'¶,ìft□[fo□[ ,ÆfpfX,đŽg,α,É,í□A[CEp'±] ,đfNfŠfbfN,μ,Ü,·□B  
f{fbfNfX,É-Ú"l,ìft□[fo□[ ,đ•Ê,ìèè□Š,É, ,é<α—Lftf@fCf<,É□Ú'±,·,é,É,í□A[ft□[fo□[] f{fbfNfX,Æ [fpfX]  
f{fbfNfX,É-Ú"l,ìft□[fo□[ ,Æ<α—L,·,éAfvfŠfP□[fVf#f" ftf@fCf<,ì^Ê'u,đ•\Ži,μ,Ü,·□B



fT□[fo□[-¼,đŽg,Á,Ä<α—Lftf@fCf<,î^Ê'u,đŽw'è,·,é,É,í□A[fT□[fo□[-¼,đŽg—p] ,đfNfŠfbfN,μ,Ü,·□B

fhf%ofCfu-¼,đŽg,Á,Ä<α—Lftf@fCf<,ì^Ê'u,đŽw'è,·,é,É,Í□A[fhf%ofCfu-¼,đŽg—p] ,đfNfŠfbfN,μ,Ü,·□B

<α—Lftf@fCf<,ª, ,éfhf%ofCfu,ð'í'ð,·,é,É,Í□A[fhf%ofCfu] f{fbfNfX,lfhf%ofCfu-¼,ðfNfŠfbfN,μ,Û,·□B

<α—Lftf@fCf<,îÊ'u,ďŽw'è,·,é,ì,É□AƒT□[fo□[-¼,Û,½,ífhf%oofCfu-¼,ì,Ç,¿,Ç,©,ďft□[fU□[,³'í'ď,Å,«,é,æ,π  
,É,·,é,É,í□A[ft□[fU□[,ì'í'ď] ,ďfNfŠfN,μ,Û,·□B

fT[]fo[][,É<κ—Lftf@fCf<,δfZfbfgfAfbfv,μ,ÄŽg—p,Å,«,é,æ,κ,É,·,é,É,Í[]A[fT[]fo[]] ,δfNfŠfbfN,μ,Ü,·[]B

<α—Lftf@fCf<,đf□□[fjf< fn□[fh fhf%ofCfu,ÉfZfbfgfAfbfv,·,é,É,Í□A[f□□[fjf< fn□[fh fhf%ofCfu]  
,đfNfŠfbfN,μ,Ü,·□B

<α—Lftf@fCf<, ì•Û'¶∫æ, Æ, μ, Å∫T∫fo∫, Ü, ½, Í∫∫f∫f∫< fn∫fh fhf%ofCfu, ì, Ç, ¿, ç, ©, ðft∫fU∫, ð'ì'ð, Å, «, é, æ, π, É, ·, é, É, í∫Aft∫fU∫, ì'ì'ð] , ðfNfŠfbfN, μ, Ü, ·∫B

fAfvfŠfP[fVf#f“,đfT[fof[,©,çŽÀ[s,Å,«,é,æ,π,ÉfZfbfgfAfbfv,·,é,É,ÍA[f[fNfXfe[fVf#f“ fZfbfgfAfbfv]  
,đfNfŠfbfN,μ,Ü,·B



fifbfqf[]fN[ä,iftf@fCf<,đŽg—p,·,é,É,Í[A[f^[]fX—~—p] ,đfNfŠfN,μ,Û,·B,±  
,ê,ç,iftf@fCf<,íT[]fo[]É•Û'¶,³,ê,Ä,¨,èAf[]ff< fn[]fh fhf%ofCfu,É,íRfs[][Å,«,Û,¹,ñB

fT[]fo[], ©, ç<κ—Lftf@fCf<, đŽg—p, ·, é, É, í[]A[]fT[]fo[][], đfNfŠfjbfN, μ, Ü, ·[]B, ±, ì[]f[]v[]V[]f[]f[]“, Å, í[]A[]f[][][]f[]f[]< f[]n[][]f[]h  
fhf%ofCfu, ìffBfXfN—e—Ê, đ[]ß-ñ, Å, «, Ü, ·, ð[]AŽÀ[]s’¬“x, í’á%°°, μ, Ü, ·[]B



[f]fVf#"] f{fbfNfX,ì,·,×,Ä,ìfVfVf#",ðfZfbfgfAfbfv,·,é,É,íA[,·,×,Ä'í'ð] ,ðfNfŠfbfN,μ,Ü,·B  
CEÂX,ìfVfVf#",ð'Ç%Á,Ü,½,ííœ,·,é,É,íA,»,ìfVfVf#",ìf`fFfbfN f{fbfNfX,ðfif",Ü,½,íift,É,μ,Ü,·B  
[f]fVf#"] f{fbfNfX,ìfVfVf#",ª'W□F•\Ž!,³,è,Ä,ç  
,Ä'í'ð,Ä,«,È,çé#íA,»,ìfVfVf#",í•Ê,ìfAfVfŠfP□[fVf#",ìfZfbfgfAfbfv,Ä'g,Ýž,Ü,è,Ä,ç  
,Ü,·B,»,ìfVfVf#",ìÄfZfbfgfAfbfv,Ü,½,ííœ,í,Ä,«,Ü,¹,ñB

ŠÖ~A,.,éfwf<fv,Í'¶□Ý,μ,Ü,<sup>1</sup>,ñ□B<sup>?</sup>,đ,à,κ^è“xfNfŠfbfN,μ□A□Ý'è,Ü,<sup>1</sup>/<sub>2</sub>,Íf{f^f“,đ'<sup>1</sup>/<sub>4</sub>□ÚfNfŠfbfN,μ,Ü,·□B

[f]vVf#"] f{fbfNfX,ì,·,×,Ä,}f]vVf#“,ðfZfbfgfAfbfv,·,é,É,í□A[,·,×,Ä'!ð] ,ðfNfŠfbfN,μ,Ü,·□B

fAfvfŠfP[fVf#f“,đfZfbfghfAfbfv,·.éfbfbfghf[fN fhf%ofCfu,ÉÚ‘±,Ü,½,ÍØ,è‘Ö,ı,é,É,ÍA[ffbfbfghf[fN]  
,đfNfŠfbfN,μ,Ü,·B

,±,ìfAfvfŠfP[fVf#f“,đfZfbfgfAfbfv,·,é,ì,É•K—v,È<ó,«—e—Ê,<sup>a</sup> [•K—v,È—e—Ê] ,ì%oj,É•\  
Ž!,<sup>3</sup>,ê□AfZfbfgfAfbfv□æ,ìŒ»□ÝŽg—p%oÂ“\,È<ó,«—e—Ê,<sup>a</sup> [<ó,«—e—Ê] ,ì%oj,É•\  
Ž!,<sup>3</sup>,ê,Ü,·□BfZfbfgfAfbfv,É•K—v,È<ó,«—e—  
Ê,É,í□AfZfbfgfAfbfv’†,Éí□œ,<sup>3</sup>,ê,½,è’u,«Š·,!,ç,ê,½,è,·,éftf@fCf·,íŠÜ,Ü,ê,Ü,<sup>1</sup>,ň□B



fAfvfŠfP□[fVf†f“, đŽÀ□s, ., é, ì, É□Å, à, æ, Žg, í, ê, éftf@fCf<, đ, ., x, ĀfZfbfgfAfbfv, ., é, É, í□A[•W□€fZfbfgfAfbfv]  
, đfNfŠfbfN, μ, Ü, .□BAccess 95 , ì [•W□€fZfbfgfAfbfv] flfvfVf†f“, É, í□AAccess fvf□fOf%of€  
ftf@fCf<□AfEfBfU□[fh, ì‘â” •□AMicrosoft Graph 5.0□AMicrosoft Briefcase Replication□A, “, æ, Ñ  
Northwind fTf“fvf< ff□[f^fx□[fX, ŠÜ, Ü, ê, Ä, ç, Ü, .□B, ½, ¾, μ□ADeveloper fc□[f<□AMicrosoft OLE  
fRf“fgf□[f<□AODBC fhf%ofCfo□AVisual Basic for Applications ,Æ SQL ,Æff□[f^ fAfNfZfX  
flfufWfFfNfg, ìlf“f%ofCf“ fwf<fv□A, “, æ, Ñ Orders fTf“fvf< ff□[f^fx□[fX, ÆSolutions fTf“fvf<  
ff□[f^fx□[fX, ÍŠÜ, Ü, ê, Ü, ¹, ñ□B  
•W□€fZfbfgfAfbfv flfvfVf†f“, ÉŠÜ, Ü, ê, Ä, ç, È, çflfvfVf†f“, đ•\Žì, Ü, ½, ìfZfbfgfAfbfv, ., é, É, í□A[ffXf^f€  
fZfbfgfAfbfv] , đfNfŠfbfN, μ, Ü, .□B[ffXf^f€ fZfbfgfAfbfv] flfvfVf†f“, đ‘đ, ., é, Æ□A[•W□€fZfbfgfAfbfv]  
flfvfVf†f“, Å□Ý‘è, ³, é, Ä, ç, éflfvfVf†f“, í□A, , ç, ©, ¶, Ñ‘đ, ³, é, Ä, ç, Ü, .□B

fAfvfŠfP[fVf#f", đŽÀ[s, ., é, ì, É[À, à, æ, Žg, í, ê, éftf@fCf<, đ, ., x, ĀfZfbfgfAfbfv, ., é, É, í[A[•W[€fZfbfgfAfbfv]  
, đfNfŠfbfN, μ, Ü, .[B Project 95 , ì [•W[€fZfbfgfAfbfv] flfvfVf#f", É, í[AfXfyf<f`fFfbfN fvf[fOf%of€[A, È, Ç, ì  
Office fc[f<, ŠÜ, Ü, è, Ā, ç, Ü, .[B, ½, ¾, μ[AFind Fast, Visial Basic for Applications , ìf" f%ofCf"  
fwf<fv[Aff[f^fx[fX fAfNfZfXftf@fCf< (ODBC) , íŠÜ, Ü, è, Ā, ç, Ü, ¹, ñ[B

[•W[€fZfbfgfAfbfv] flfvfVf#f", ÉŠÜ, Ü, è, Ā, ç, È, çflfvfVf#f", đ•\Ž!, Ü, ½, ìfZfbfgfAfbfv, ., é, É, í[A[fjfxf^f€  
fZfbfgfAfbfv] , đfNfŠfbfN, μ, Ü, .[B[fjfxf^f€ fZfbfgfAfbfv] flfvfVf#f", đ'ì'đ, ., é, Æ[A[•W[€fZfbfgfAfbfv]  
flfvfVf#f", ÅŸ'è, ³, è, Ā, ç, éflfvfVf#f", í[A, ., ç, ©, ¶, ß'ì'đ, ³, è, Ā, ç, Ü, .[B

fAfvfŠfP[fVf#f“, đŽÀ[s, ., é, ì, É[À, à, æ, Žg, í, ê, étf@fCf<, đ, ., x, ÄfZfbfgfAfbfv, ., é, É, Í[A[•W[€fZfbfgfAfbfv]  
, đfNfŠfbfN, μ, Ü, .[BPowerPoint 95 , Ì [•W[€fZfbfgfAfbfv] flfvVf#f“, É, Í[APowerPoint fvf[Of%of€  
ftf@fCf<[AMicrosoft Graph 5.0[AOrganization Chart[AClipArt Gallery[A, ”, æ, ÑŽg—p•p“x, Ì, ., cfOf  
%oftfBfbfN ftfBf<f^, È, Ç, ŠÜ, Ü, è, Ä, ç, Ü, .[B  
[•W[€fZfbfgfAfbfv] flfvVf#f“, ÉŠÜ, Ü, è, Ä, ç, È, çflfvVf#f“, đ•\Ž!, Ü, ½, ÍfZfbfgfAfbfv, ., é, É, Í[A[fjXf^f€  
fZfbfgfAfbfv] , đfNfŠfbfN, μ, Ü, .[B[fjXf^f€ fZfbfgfAfbfv] flfvVf#f“, đ‘!‘đ, ., é, Æ[A[•W[€fZfbfgfAfbfv]  
flfvVf#f“, Ā[Ý‘è, ³, è, Ä, ç, éflfvVf#f“, Í[A, , ç, ©, ¶, ß‘!‘đ, ³, è, Ä, ç, Ü, .[B

fAfvfŠfP[fVf#f", đŽÀqs, ., é, ì, ÉÀ, à, æ, Žg, í, ê, éftf@fCf<, đ, ., x, ĀfZfbfgfAfbfv, ., é, É, ÍA[•W€fZfbfgfAfbfv]  
, đfNfŠfbfN, μ, Ü, .BSchedule+ 95 , ì [•W€fZfbfgfAfbfv] flfvVf#f", É, ÍASchedule+ fvfOf%of€  
ftf@fCf<, ŠÜ, Ü, è, Ā, ç, Ü, .B, ½, ¾, μA'¼, ĩffofCfX, âfAfvfŠfP[fVf#f", Æ, ÌŠÔ, Āff[f^ŒđŠ, ., é, ½, ß, Ì  
Schedule+ fCf" f[f f[fefBfŠfefB, Æ Schedule+ fGfNfXf|f[f f[fefBfŠfefB, ÍŠÜ, Ü, è, Ü, ¹, ñB  
[•W€fZfbfgfAfbfv] flfvVf#f", ÉŠÜ, Ü, è, Ā, ç, È, çflfvVf#f", đ•Ž!, Ü, ½, ĩfZfbfgfAfbfv, ., é, É, ÍA[fjXf^f€  
fZfbfgfAfbfv] , đfNfŠfbfN, μ, Ü, .B[fjXf^f€ fZfbfgfAfbfv] flfvVf#f", đ'!đ, ., é, ÆA[•W€fZfbfgfAfbfv]  
flfvVf#f", ĀŸ'è, ³, è, Ā, ç, éflfvVf#f", ÍA, , ç, ©, ¶, ß'!đ, ³, è, Ā, ç, Ü, .B

fAfvfŠfP[fVf#f“, đŽÀqs, ., é, ì, ÉÅ, à, æ, Žg, í, è, éftf@fCf<, đ, ., x, ÄfZfbfgfAfbfv, ., é, É, ÍA[•W€fZfbfgfAfbfv]  
, đfNfŠfbfN, μ, Ü, .BWord 95 , ì [•W€fZfbfgfAfbfv] flfvVf#f“, É, ÍAWord fvf[fOf%of€  
ftf@fCf<AWordArtA•¶Íf`fFfbfN fvf[fOf%of€, â—b<`CEêŽ-“T, È, Ç, Ì•¶‘Z³fc[f<A, ”, æ, ÑfXfyf<f`fFfbfN  
fvf[fOf%of€, ŠÜ, Ü, è, Ä, ç, Ü, .B  
[•W€fZfbfgfAfbfv] flfvVf#f“, ÉŠÜ, Ü, è, Ä, ç, È, çflfvVf#f“, đ•\Ž!, Ü, ½, ÍfZfbfgfAfbfv, ., é, É, ÍA[fjXf^f€  
fZfbfgfAfbfv] , đfNfŠfbfN, μ, Ü, .B[fjXf^f€ fZfbfgfAfbfv] flfvVf#f“, đ‘!đ, ., é, ÆA[•W€fZfbfgfAfbfv]  
flfvVf#f“, ÅŸ`è, ³, è, Ä, ç, éflfvVf#f“, ÍA, , ç, ©, ¶, ß‘!đ, ³, è, Ä, ç, Ü, .B

fAfvfŠfP[fVf#f“, đŽÀ[s, ., é, ì, É • K—v□Å□—CEÀ, ìftf@fCf<, ¾, ˘, đfZfbfgfAfbfv, ., é, É, í□A[□Å□—fZfbfgfAfbfv]  
, đfNfŠfbfN, μ, Ü, ·□B[□Å□—fZfbfgfAfbfv] flfvVf#f“, É, í□AAccess fv□fOf%of€ ftf@fCf<, ¾, ˘, ŠÜ, Ü, è, Ä, ç  
, Ü, ·□BAccess flf“f%ofCf“ fwfçfv, ÍŠÜ, Ü, è, Ü, ˘, ñ□B  
□Å□—fZfbfgfAfbfv flfvVf#f“, ÉŠÜ, Ü, è, Ä, ç, È, çflfvVf#f“, đfZfbfgfAfbfv, ., é, É, í□A[fjXf^f€ fZfbfgfAfbfv]  
, đfNfŠfbfN, μ, Ü, ·□B[fjXf^f€ fZfbfgfAfbfv] flfvVf#f“, đ'ì'đ, ., é, AE□A[•W□€fZfbfgfAfbfv]  
flfvVf#f“, ÅŸ'è, ˘, è, Ä, ç, éflfvVf#f“, í□A, , ç, ©, ¶, ß'ì'đ, ˘, è, Ä, ç, Ü, ·□B

fAfvfŠfP[fVf#f“, đŽÀ[s, ., é, ì, É • K—v[Å[—CEÀ, ìftf@fCf<, ¾, ̄, đfZfbfgfAfbfv, ., é, É, í[A[Å[—fZfbfgfAfbfv]  
, đfNfŠfbfN, μ, Ü, ·B[Å[—fZfbfgfAfbfv] flfvfVf#f“, É, í[AProject fvf[Of%of€ ftf@fCf<, ¾, ̄, ŠÜ, Ü, è, Ä, ç  
, Ü, ·BProject , ìfif“f%ofCf“ fwf<fv, ÍŠÜ, Ü, è, Ü, ¹, ñ[B  
[Å[—fZfbfgfAfbfv] flfvfVf#f“, ÉŠÜ, Ü, è, Ä, ç, È, çflfvfVf#f“, đfZfbfgfAfbfv, ., é, É, í[A[fjXf^f€ fZfbfgfAfbfv]  
, đfNfŠfbfN, μ, Ü, ·B[fjXf^f€ fZfbfgfAfbfv] flfvfVf#f“, đ'ì'ð, ., é, AE[A[•W[€fZfbfgfAfbfv]  
flfvfVf#f“, ÅŸ'è, ³, è, Ä, ç, éflfvfVf#f“, í[A, , ç, ©, ¶, ß'ì'ð, ³, è, Ä, ç, Ü, ·B

fAfvfŠfP[fVf#f“, đŽÀqs, ., é, ì, É • K—vÅ—CEÀ, ìftf@fCf<, ¾, 7, đfZfbfgfAfbfv, ., é, É, íA[Å—fZfbfgfAfbfv]  
, đfNfŠfbfN, μ, Ü, ·B[Å—fZfbfgfAfbfv] flfvVf#f“, É, íAPowerPoint fvffOf%of€ ftf@fCf<, ”, æ, Ñ Microsoft  
Graph 5.0 , ăŠÜ, Ü, è, Ä, ç, Ü, ·BPowerPoint flf“f%ofCf“ fwf<fvAOrganization ChartAMicrosoft ClipArt  
GalleryA, ”, æ, Ñ, » , ì¼, ìfNfŠfbfv fA[fG, íŠÜ, Ü, è, Ü, 1, ñB  
[Å—fZfbfgfAfbfv] flfvVf#f“, ÉŠÜ, Ü, è, Ä, ç, È, çflfvVf#f“, đfZfbfgfAfbfv, ., é, É, íA[fjXf^f€ fZfbfgfAfbfv]  
, đfNfŠfbfN, μ, Ü, ·B[fjXf^f€ fZfbfgfAfbfv] flfvVf#f“, đ‘l‘đ, ., é, ÆA[•W€fZfbfgfAfbfv]  
flfvVf#f“, ÅŸ‘è, ³, è, Ä, ç, éflfvVf#f“, íA, , ç, ©, ¶, ß‘l‘đ, ³, è, Ä, ç, Ü, ·B



fAfvfŠfP[fVf#f“, đŽÀ[s, ., é, ì, É • K—v[Å[—CEÀ, ìftf@fCf<, ¾, ˘, đfZfbfgfAfbfv, ., é, É, í[A[Å[—fZfbfgfAfbfv]  
, đfNfŠfbfN, μ, Ü, ·[B[Å[—fZfbfgfAfbfv] flfvfVf#f“, É, í[ASchedule+ fv[Oj%of€ ftf@fCf<, ¾, ˘, ŠÜ, Ü, è, Ä, ç  
, Ü, ·[B  
[Å[—fZfbfgfAfbfv] flfvfVf#f“, ÉŠÜ, Ü, è, Ä, ç, È, çflfvfVf#f“, đfZfbfgfAfbfv, ., é, É, í[A[fjXf^f€ fZfbfgfAfbfv]  
, đfNfŠfbfN, μ, Ü, ·[B[fjXf^f€ fZfbfgfAfbfv] flfvfVf#f“, đ'ì'ò, ., é, AE[A[•W[€fZfbfgfAfbfv]  
flfvfVf#f“, Å[Ÿ'è, ³, è, Ä, ç, éflfvfVf#f“, í[A, , ç, ©, ¶, ß'ì'ò, ³, è, Ä, ç, Ü, ·[B

fAfvfŠfP[fVf#f“, đŽÀ□s, ., é, ì, É • K—v□Å□—CEÀ, ìftf@fCf<, ¾, ˘, đfZfbfgfAfbfv, ., é, É, í□A[□Å□—fZfbfgfAfbfv]  
, đfNfŠfbfN, μ, Ü, ·□B[□Å□—fZfbfgfAfbfv] flfvfVf#f“, É, í□AWord fvf□fOf%of€ ftf@fCf<, ¾, ˘, ºŠÜ, Ü, è, Ä, ç  
, Ü, ·□BWord flf“f%ofCf“ fwf<fv□AWordArt□A, ”, æ, Ñ • ¶□í` fFfbfN fvf□fOf%of€, à—  
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[□Å□—fZfbfgfAfbfv] flfvfVf#f“, ÉŠÜ, Ü, è, Ä, ç, È, çflfvfVf#f“, đfZfbfgfAfbfv, ., é, É, í□A[fjXf^f€ fZfbfgfAfbfv]  
, đfNfŠfbfN, μ, Ü, ·□B[fjXf^f€ fZfbfgfAfbfv] flfvfVf#f“, đ'í'đ, ., é, Æ□A[•W□€fZfbfgfAfbfv]  
flfvfVf#f“, ÅŸ'è, ³, è, Ä, ç, éflfvfVf#f“, í□A, , ç, ©, ¶, ß'í'đ, ³, è, Ä, ç, Ü, ·□B

fZfbfgfAfbfv,·,éftj@fCf<,ð'!ð,·,é,É,Í□A[flfvfVf#f"] f{fbfNfX,lfifvfVf#f" -¼,lf`fFfbfN  
f{fbfNfX,ðfjf",É,μ□A[flfvfVf#f",l·i□X] ,ðfNfŠfbfN,μ,Ü,·□B[flfvfVf#f"]  
f{fbfNfX,lfifvfVf#f" ,ð,·,×,ÄfZfbfgfAfbfv,·,é,É,Í□A[·,×,Ä'!ð] ,ðfNfŠfbfN,μ,Ü,·□B  
[fjXf^f€ fZfbfgfAfbfv] flfvfVf#f" ,ð'!ð,·,é,Æ□A[·W□€fZfbfgfAfbfv] flfvfVf#f" ,Ä□Y'è,³,ê,Ä,ç  
,éflfvfVf#f" ,Í□A, ,ç, ©, ¶,ß'!ð,³,ê,Ä,ç,Ü,·□B

fZfbfgfAfbfv,·,éftj@fCf<,ð'!ð,·,é,É,Í□A[flfvfVf#f"] f{fbfNfX,lfifvfVf#f" -¼,lf`fFfbfN  
f{fbfNfX,ðfjf",É,μ□A[flfvfVf#f",ì·ï□X] ,ðfNfŠfbfN,μ,Û,·□B[flfvfVf#f"]  
f{fbfNfX,lfifvfVf#f" ,ð,·,×,ÄfZfbfgfAfbfv,·,é,É,Í□A[·,×,Ä'!ð] ,ðfNfŠfbfN,μ,Û,·□B  
[fjXf^f€ fZfbfgfAfbfv] flfvfVf#f" ,ð'!ð,·,é,Æ□A[·W□€fZfbfgfAfbfv] flfvfVf#f" ,Ä□Ý'è,³,ê,Ä,ç  
,éflfvfVf#f" ,Í□A, ,ç, ©, ¶, ß'!ð,³,ê,Ä,ç,Û,·□B

fZfbfgfAfbfv,·,éftj@fCf<,ð'!ð,·,é,É,Í□A[flfvfVf#f"] f{fbfNfX,lfifvfVf#f" -¼,lf`fFfbfN  
f{fbfNfX,ðfif",É,μ□A[flfvfVf#f",ì•ï□X] ,ðfNfŠfbfN,μ,Û,·□B[flfvfVf#f"]  
f{fbfNfX,lfifvfVf#f" ,ð,·,×,ÄfZfbfgfAfbfv,·,é,É,Í□A[·,×,Ä'!ð] ,ðfNfŠfbfN,μ,Û,·□B  
[fjXf^f€ fZfbfgfAfbfv] flfvfVf#f" ,ð'!ð,·,é,Æ□A[•W□€fZfbfgfAfbfv] flfvfVf#f" ,Ä□Ý'è,³,ê,Ä,ç  
,éflfvfVf#f" ,Í□A, ,ç, ©, ¶, ß'!ð,³,ê,Ä,ç,Û,·□B

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f{fbfNfX,ðfif",É,μ□A[flfvfVf#f",ì•ï□X] ,ðfNfŠfbfN,μ,Û,·□B[flfvfVf#f"]  
f{fbfNfX,lfifvfVf#f" ,ð,·,×,ÄfZfbfgfAfbfv,·,é,É,Í□A[·,×,Ä'!ð] ,ðfNfŠfbfN,μ,Û,·□B  
[fjXf^f€ fZfbfgfAfbfv] flfvfVf#f" ,ð'!ð,·,é,Æ□A[•W□€fZfbfgfAfbfv] flfvfVf#f" ,Ä□Ý'è,³,ê,Ä,ç  
,éflfvfVf#f" ,Í□A, ,ç, ©, ¶, ß'!ð,³,ê,Ä,ç,Û,·□B

fZfbfgfAfbfv,·,éftj@fCf<,ð'!ð,·,é,É,Í□A[flfvfVf#f"] f{fbfNfX,lfifvfVf#f" -¼,lf`fFfbfN  
f{fbfNfX,ðfif",É,μ□A[flfvfVf#f",l·i□X] ,ðfNfŠfbfN,μ,Ü,·□B[flfvfVf#f"]  
f{fbfNfX,lfifvfVf#f" ,ð,·,×,ÄfZfbfgfAfbfv,·,é,É,Í□A[·,×,Ä'!ð] ,ðfNfŠfbfN,μ,Ü,·□B  
[fjXf^f€ fZfbfgfAfbfv] flfvfVf#f" ,ð'!ð,·,é,Æ□A[·W□€fZfbfgfAfbfv] flfvfVf#f" ,Ä□Y'è,³,ê,Ä,ç  
,éflfvfVf#f" ,Í□A, ,ç, ©, ¶,ß'!ð,³,ê,Ä,ç,Ü,·□B

