

## **INSTRUCTIONS**

### **HOW TO CONSOLIDATE STOCK MARKET REPORTS**

1. Save all work into individual folders.
2. Once all work is saved you need to proceed in the order it was assigned (cover sheet first, accounting, graphs, research report).
3. Open the cover sheet page and use it to put the rest of your work on it.
4. Open the accounting log. Go to edit; copy all. Copy the work. Then go to the cover sheet document and paste (CTRL + V).
5. Repeat the previous process for the accounting, graph and research documents.
6. Make sure (before you hand it in) that all the documents are in the correct order.