Workshop brief

Fictional example | Version 01 | 17 November 2026

Purpose

Help twelve participants organize a small set of practice documents. Replace the example text with your own content, keeping the heading styles.

Session plan

Before the session

Copy the practice folder and confirm that the files open.

Task	Owner (fictional)	Result
Book room	Morgan	Cedar room confirmed
Prepare materials	Riley	12 printed handouts
Check backup	Sam	Sample restored to review folder

Sharing checklist

- Read both pages after export.
- Check that headings, table columns, and page breaks remain readable.
- Select the phrase Cedar room confirmed in the exported PDF.
- Make sure the final file is the version you intend to share.

Practice reference: Word Help