Format Memo

The vice president of finance for the New World Marketing has asked each manager to submit an organization chart for his or her region. Vera Thomas has asked you to create the chart for the western region with the following requirements.

1. Save as usernameOrgChartMemo.
2. Change the color of *New World Marketing, Inc*. and *MEMORANDUM* to light blue, Accent 1, Darker 50%.
3. Add a double underline to MEMORANDUM.
4. At the top of the document, insert an image of the earth. Resize so it is approximately the same height as the header information (from the company name through the Web site address).
5. Change the image so that it appears behind the text. Recolor it or change the brightness or contrast so that the text is visible on top of the object.
6. At the end of the document, insert a Hierarchy Organization Chart using SmartArt graphic. The color is the Primary Theme Color Dark 2 Fill; the Subtle Effect under SmartArt Graphic Styles.   
    Top is Vera Thomas - Regional VP;   
     
    middle is Mark Kauffman - District 1 Manager, Peter Chen - District 2 Manager, and Rosa Molina - District 3 Manager;   
     
    bottom is Shelley Garrett - Assistant Manager, Lee Mitchell - Assistant Manager, and Scott Hudson - Assistant Manager.
7. Add a callout in any style pointing to Rosa Molina's box. Type **Rosa was** **promoted to District Manager last week** as the text of the callout.
8. In the From line in the memo header, replace Vera Thomas with your name.
9. Save and submit for grading.

**New World Marketing, Inc.**

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**MEMORANDUM**

**To: Davis Lancaster, Vice President - Finance**

**From: Vera Thomas**

**Date: September 19, 2024**

**Subject: Organizational Chart for Western Region**

**The current organizational chart is presented below for your review. District managers will be submitting organizational charts for their groups. Salary requirements will be needed in order to begin the budgetary process.**