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| **Artifact Name** | Memo to Raye |
| **Course Subject** | Demonstrate Use of Technology in the Office Environment |
| **Last Update** | June 12, 2009 |
| **Rationale** | I put this in here to show that I can use office equipment. I didn’t know of a better way to record it. |
| **Knowledge** | I learned that I am very independent and I can always figure something out when I am not sure what to do. |
| **Skills** | I learned how to use both the photocopier more and the fax machine, which I hadn’t used before this year. |
| **Growth and Improvement Statement** | I would try and use both machines more frequently and would try and gain more skills if I had to do it over again.  |