**Work Book for The Various Chapters**

The way that I would use this workbook would be to copy the current table you are working on over to a new document and then with the use of the book, attempt to recreate the scenario that is examined in the book for that chapter. Remember, in "**Print Layout View**", you can grab the contents of the table by clicking on the **target symbol** that appears on the upper left hand side of the table and then you can use Control C. Go to your new location and use Control V.

**Chapter 5: Doing Tables in The Law Firm**

|  |
| --- |
| **ANNUITY AND LIFE RE (HOLDINGS), LTD.CONSOLIDATED BALANCE SHEETS(U.S. dollars)** |
|  | **December 31, 2003** | **December 31, 2002** |
| **Assets** | **(unaudited)** |  |
| Cash and cash equivalents  | $ 80,068,310 | $ 152,930,908 |
| Fixed income investments at fair value (amortized cost of $115,594,199 and $146,487,903 at December 31, 2003 and December 31, 2002)  | 117,812,445 | 153,415,429 |
| Funds withheld at interest  | 667,824,819 | 1,427,093,380 |
| Accrued investment income  | 1,491,170 | 2,141,338 |
| Receivable for reinsurance ceded  | 88,480,172 | 93,669,173 |
| Other reinsurance receivables  | 4,580,745 | 25,025,453 |
| Other reinsurance receivables  | 68,942,628 | 187,913,648 |
| Other assets  | 682,050 | 2,508,858 |
| Total Assets | $ 1,029,882,339 | $ 2,044,698,187 |
|  |  |  |

**Chapter 6: Dealing With Table Footnotes. Put In Print Layout View To See Styles Associated With Table Footnote.**

|  |  |
| --- | --- |
|  | **Period Ended December 31,** |
|  | **19981** | **1999** | **2000** |
| Statement of Operations Data: |  |  |  |
| Net Sale  | $ 1,523.1 | $ 2,006.3 | $ 2,165.7 |
| Costs of Products Sold  | 1,303.4 | 1,318.6 | 1,284.5 |
| Selling and administrative expenses  | 134.4 | 118.6 | 133.8 |
| Charges and unusual items  | - | - | - |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. These figures are subject to change.

**Chapter 7: Dealing With Signature Blocks within Tables**

|  |  |
| --- | --- |
|  | By: Name:Title: |
|  | By: Name:Title: |
|  | By: Name:Title: |
|  | By: Name:Title: |
|  | By: Name:Title: |
|  | By: Name:Title: |
|  | By: Name:Title: |

 **Chapter 8: Creating A Table of Figures**

**I left the first Table of Figures marker within the text. I would mark as many of the tables as you can and attempt to run a Table of Figures.**

RAGS DEPARTMENT STORES, INC., *et al.,*PROFESSIONAL SERVICES RENDERED BY
WILL, GOTYA & MOORE LLP ON BEHALF OF THE, DEBTORS
FOR THE PERIOD JANUARY 1, 2007 THROUGH DECEMBER 31,2007

Table 1 - Sevi ces Rendered Jan 1 - Dec 31 2007

| **PARTNERS** &**COUNSEL** | **DEPARTMENT****AND YEAR****ADMITTED** | **HOURLY RATE** | **TOTAL****HOURS****BILLED** | **TOTAL****COMPENSATION** |
| --- | --- | --- | --- | --- |
| Stein, Jeffrey J. | C - 1974 | $950.00 | 12.30 | $ 71,685.00 |
| Biene, Martin J.\* | BF&R- 1978 | $790.00 | 73.30 | $ 75,237.00 |
| Barr, Lawrence J. | L - 1984 | $635.00-$670.00 | 6.90 | $ 7,388.50 |
| Martin, Steven M. | T-1990 | $635.00-$670.00 | 20.10 | $ 72,805.50 |
| Mills, Michele J. | BF&R - 1992 | $595.00-$630.00 | 376.20 | $ 224,182.00 |
| Stein, Jeffrey J. | C - 1974 | $950.00 | 12.30 | $ 71,685.00 |
| Biene, Martin J.\* | BF&R- 1978 | $790.00 | 73.30 | $ 75,237.00 |
| Barr, Lawrence J. | L - 1984 | $635.00-$670.00 | 6.90 | $ 7,388.50 |
| Martin, Steven M. | T-1990 | $635.00-$670.00 | 20.10 | $ 72,805.50 |
|  |  |  | 601.4 |  $678,414.00 |
| Other Partners andCounsel (fewer than5 hours per person } |  | $595.00 - $720.00 | 5.10 | $ 7,890.00 |
| **Totals for Partners** & **Counsel** | **493.90** | **$322,188.00** |
| Karher Timothy Q.\* | BF&R - 1998 | $560.00 | 632.60 | $357,070.00 |
| Toub, Sherri L. | BF&R - 2004 | $765.00 | 77.00 | $76,942.50 |
| Sussberg, Joshua A.\* | BF&R - 2004 | $765.00 | 23.20 | $70,788.00 |

B F&R - Business Finance & Restructuring; C - Corporate; T - Tax; L - Litigation/Regulatory; MC - Managing Clerk's Office; \* - No Longer with the Firm

|  |  |  |  |
| --- | --- | --- | --- |
| **TOTALS FOR ALL PROFESSIONALS****AND PARAPROFESSIONALS** | **BLENDED RATE** | **TOTAL****HOURS****BILLED** | **TOTAL****COMPENSATION** |
| Partners and Counsel | $652.33 | **493.90** | **$322,188.00** |
| Associates | $514.15 | **903.30** | **$764,429.50** |
| Paraprofessionals | $155.80 | **407.00** | **$63,409.00** |
| **Totals Fees Incurred** |  | **1,804.20** | **$750,026.50** |
| **Blended Rate for Attorneys** | $563.00 |  |  |
| **Total Fees Requested** |  | **1,804.20** | **$750,026.50** |

SCHLOCK DEPARTMENT STORES, INC., *et al.,* ACTUAL
AND NECESSARY DISBURSEMENTS INCURRED BY
WILL, GOTYA & MOORE LLP ON BEHALF OF THE DEBTORS
FOR THE PERIOD JANUARY 1, 2007 THROUGH DECEMBER 31, 2007

|  |  |
| --- | --- |
| **EXPENSES** | **AMOUNTS** |
|  |
| Local Transportation/Taxi Service | $7,069.73 |
| Meals - Attorney and Support Staff | $7,531.22 |
| Air Courier/Express Mail/UPS Delivery/Outside Messenger | $7,073.53 |
| Court Reporting | $7,179.31 |
| Computerized Research | $73,393.66 |
| Duplicating-Internal at $0.10 per page | $7,305.62 |
| Outside Document Service Bureau | $723.50 |
| Meals - Meetings/Conferences | $7,780.18 |
| Telecommunications | $718.76 |
| **Grand Total** | **$72,875.51** |

SCHLOCK DEPARTMENT STORES, INC., *et al.,*SUMMARY OF SERVICES BY WORK TASK CODE FOR SERVICES RENDERED
BY WILL, GOTYA & MOORE LLP ON BEHALF OF THE DEBTORS
FOR THE PERIOD JANUARY 1, 2007 THROUGH DECEMBER 31, 2007

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK****CODE** | **DESCRIPTION** | **HOURS**\* | **AMOUNT** |
|  |  |
| W110 | Case Administration | 237.60 | $70,435.50 |
| W120 | PE&G Retention/Billing | 94.90 | $76,255.50 |
| W125 | PE&G Fee Applications | 108.60 | $71,610.00 |
| W130 | Retention/Fee Applications: OtherProfessionals | 2.50 | $7,176.00 |
| W140 | Schedules/Statement of FinancialAffairs/U.S. Trustee Reports | 13.70 | $7,658.00 |
| W191 | Assignments/Sales | 5.90 | $7,304.00 |
| W210 | Business Operations | 589.40 | $799,054.50 |
| W310 | Real Property Leases | 78.80 | $74,172.00 |
| W320 | Automatic Stay/Adequate Protection | 15.20 | $7,312.50 |
| W340 | Employee Benefits Issues | 46.90 | $78,733.50 |
| W400 | Claims Administration Process | 568.50 | $798,560.50 |
| W500 | Plan of Reorganization Process | 42.20 | $72,754.50 |
| **Grand Totals** | **1,804.20** | **$750,026.50** |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*Includes time billed by Partners, Counsel, Associates, Paraprofessionals, and Other Staff.

**Chapter 9: Quick Deletion of a Table**

| **PARTNERS** &**COUNSEL** | **DEPARTMENT****AND YEAR****ADMITTED** | **HOURLY RATE** | **TOTAL****HOURS****BILLED** | **TOTAL****COMPENSATION** |
| --- | --- | --- | --- | --- |
| Stein, Jeffrey J. | C - 1974 | $950.00 | 12.30 | $ 71,685.00 |
| Biene, Martin J.\* | BF&R- 1978 | $790.00 | 73.30 | $ 75,237.00 |
| Barr, Lawrence J. | L - 1984 | $635.00-$670.00 | 6.90 | $ 7,388.50 |
| Martin, Steven M. | T-1990 | $635.00-$670.00 | 20.10 | $ 72,805.50 |
| Mills, Michele J. | BF&R - 1992 | $595.00-$630.00 | 376.20 | $ 224,182.00 |
| Stein, Jeffrey J. | C - 1974 | $950.00 | 12.30 | $ 71,685.00 |
| Biene, Martin J.\* | BF&R- 1978 | $790.00 | 73.30 | $ 75,237.00 |
| Barr, Lawrence J. | L - 1984 | $635.00-$670.00 | 6.90 | $ 7,388.50 |
| Martin, Steven M. | T-1990 | $635.00-$670.00 | 20.10 | $ 72,805.50 |
|  |  |  | 601.4 |  $678,414.00 |
| Other Partners andCounsel (fewer than5 hours per person } |  | $595.00 - $720.00 | 5.10 | $ 7,890.00 |
| **Totals for Partners** & **Counsel** | **493.90** | **$322,188.00** |

**Chapter 10: The Jurat VS The Acknowlegement**

|  |  |  |
| --- | --- | --- |
| State of New York | ) |  |
|  | ) | ss. |
| County of Queens | ) |  |



Subscribed and sworn to (or affirmed) before me

|  |
| --- |
| \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ by |
| Date Month Year |
| Name of Signer No. 1 |
| Name of Signer No. 2 |
| Signature of Notary Public |

|  |  |  |
| --- | --- | --- |
| State of New York | ) |  |
|  | ) | ss. |
| County of Queens | ) |  |

On the day of in the year , before me, the undersigned notary public, personally appeared , personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

**Chapter 11: Dealing With The Header of a Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK****CODE** | **DESCRIPTION** | **HOURS**\* | **AMOUNT** |
|  |  |
| W110 | Case Administration | 237.60 | $70,435.50 |
| W120 | PE&G Retention/Billing | 94.90 | $76,255.50 |
| W125 | PE&G Fee Applications | 108.60 | $71,610.00 |
| W130 | Retention/Fee Applications: OtherProfessionals | 2.50 | $7,176.00 |
| W140 | Schedules/Statement of FinancialAffairs/U.S. Trustee Reports | 13.70 | $7,658.00 |
| W191 | Assignments/Sales | 5.90 | $7,304.00 |
| W210 | Business Operations | 589.40 | $799,054.50 |
| W310 | Real Property Leases | 78.80 | $74,172.00 |
| W320 | Automatic Stay/Adequate Protection | 15.20 | $7,312.50 |
| W340 | Employee Benefits Issues | 46.90 | $78,733.50 |
| W400 | Claims Administration Process | 568.50 | $798,560.50 |
| W500 | Plan of Reorganization Process | 42.20 | $72,754.50 |
| **Grand Totals** | **1,804.20** | **$750,026.50** |

| **ANNUITY AND LIFE RE (HOLDINGS), LTD.****CONSOLIDATED STATEMENTS OF OPERATIONS****(Unaudited and in U.S. dollars)** |
| --- |
|  | For the Three Months Ended December 31, | For the Three Months Ended December 31, |
| Revenues: | **2003** | **2002** | **2003** | **2002** |
| **Net premiums** | **$ 18,385,942** | **$ 89,090,406** | **$ 166,972,840** | **$ 344,097,441** |
| Investment income, net of related expenses | (1,101,429) | 20,055,130 | 29,042,223 | 102,138,985 |
| Net realized investment (losses) gains | (101,432) | 8,935,951 | 6,406,587 | 19,749,266 |
| Net change in fair value of embedded derivatives | 1,846,939 | (7,591,580 | 16,692,688 | (25,846,110) |
| Surrender fees and other revenues | 1,235,993 | 2,549,743 | 7,297,015 | 16,156,437 |
| **Total Revenues** | **$ 20,266,013** | **$ 113,039,650** | **$ 226,411,353** | **$ 456,296,019** |
| **Benefits and Expenses** |  |  |  |  |
| Claims and policy benefits | **$ 19,413,255** | **$ 127,768,226** | **$ 198,002,905** | **$ 352,408,801** |
|  | (2,750,729) | 14,154,754 | 13,980,723 | 71,370,616 |
|  | 8,620,567 | 52,177,650 | 128,549,288 | 125,877,980 |
|  | - | 6,867,795 - | - | 12,948,115 |
|  | 2,160,343 | 11,951,126 | 18,034,021 | 22,577,792 |
|  |  |  |  |  |
|  | **$ 27,443,436** | **$ 212,919,551** | **$ 358,566,937** | **$ 585,183,304** |
|  |  |  |  |  |
| Claims and miscellaneous benefits | **$ 19,413,255** | **$ 127,768,226** | **$ 198,002,905** | **$ 352,408,801** |
|  | (2,750,729) | 14,154,754 | 13,980,723 | 71,370,616 |
|  | 8,620,567 | 52,177,650 | 128,549,288 | 125,877,980 |
|  | - | 6,867,795 - | - | 12,948,115 |
|  | 2,160,343 | 11,951,126 | 18,034,021 | 22,577,792 |
|  |  |  |  |  |
|  | **$ 27,443,436** | **$ 212,919,551** | **$ 358,566,937** | **$ 585,183,304** |
|  |  |  |  |  |
| Claims and insurance benefits | **$ 19,413,255** | **$ 127,768,226** | **$ 198,002,905** | **$ 352,408,801** |
|  | (2,750,729) | 14,154,754 | 13,980,723 | 71,370,616 |
|  | 8,620,567 | 52,177,650 | 128,549,288 | 125,877,980 |
|  | - | 6,867,795 - | - | 12,948,115 |
|  | 2,160,343 | 11,951,126 | 18,034,021 | 22,577,792 |
|  |  |  |  |  |
|  | **$ 27,443,436** | **$ 212,919,551** | **$ 358,566,937** | **$ 585,183,304** |
|  |  |  |  |  |
| Claims and banking benefits | **$ 19,413,255** | **$ 127,768,226** | **$ 198,002,905** | **$ 352,408,801** |
|  | (2,750,729) | 14,154,754 | 13,980,723 | 71,370,616 |
|  | 8,620,567 | 52,177,650 | 128,549,288 | 125,877,980 |
|  | - | 6,867,795 - | - | 12,948,115 |
|  | 2,160,343 | 11,951,126 | 18,034,021 | 22,577,792 |
|  |  |  |  |  |
|  | **$ 27,443,436** | **$ 212,919,551** | **$ 358,566,937** | **$ 585,183,304** |
|  |  |  |  |  |
| Claims and policy benefits | **$ 19,413,255** | **$ 127,768,226** | **$ 198,002,905** | **$ 352,408,801** |
|  | (2,750,729) | 14,154,754 | 13,980,723 | 71,370,616 |
|  | 8,620,567 | 52,177,650 | 128,549,288 | 125,877,980 |
|  | - | 6,867,795 - | - | 12,948,115 |
|  | 2,160,343 | 11,951,126 | 18,034,021 | 22,577,792 |
|  |  |  |  |  |
|  | **$ 27,443,436** | **$ 212,919,551** | **$ 358,566,937** | **$ 585,183,304** |
|  |  |  |  |  |
| Claims and monetary benefits | **$ 19,413,255** | **$ 127,768,226** | **$ 198,002,905** | **$ 352,408,801** |
|  | (2,750,729) | 14,154,754 | 13,980,723 | 71,370,616 |
|  | 8,620,567 | 52,177,650 | 128,549,288 | 125,877,980 |
|  | - | 6,867,795 - | - | 12,948,115 |
|  | 2,160,343 | 11,951,126 | 18,034,021 | 22,577,792 |
|  |  |  |  |  |
|  | **$ 27,443,436** | **$ 212,919,551** | **$ 358,566,937** | **$ 585,183,304** |
|  |  |  |  |  |

**Chapter 12: Sorting the Columns of a Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First** | **Last** | **City** | **State** | **Zip** |
| Henry | Highworth | Beverly Hills | CA | 90210 |
| John  | Smith | New York | NY | 10019 |
| Louis | Ellman | New York | NY | 11364 |
| Sue | Courtman | Bayside | NY | 11361 |
| Walter  | Litigious | Beverly Hills | CA | 90210 |

**Chapter 13: Adding Up Figures in a Table**

| **PARTNERS** &**COUNSEL** | **DEPARTMENT****AND YEAR****ADMITTED** | **HOURLY RATE** | **TOTAL****HOURS****BILLED** | **TOTAL****COMPENSATION** |
| --- | --- | --- | --- | --- |
| Stein, Jeffrey J. | C - 1974 | $950.00 | 12.30 | $ 71,685.00 |
| Biene, Martin J.\* | BF&R- 1978 | $790.00 | 73.30 | $ 75,237.00 |
| Barr, Lawrence J. | L - 1984 | $635.00-$670.00 | 6.90 | $ 7,388.50 |
| Martin, Steven M. | T-1990 | $635.00-$670.00 | 20.10 | $ 72,805.50 |
| Mills, Michele J. | BF&R - 1992 | $595.00-$630.00 | 376.20 | $ 224,182.00 |
| Stein, Jeffrey J. | C - 1974 | $950.00 | 12.30 | $ 71,685.00 |
| Biene, Martin J.\* | BF&R- 1978 | $790.00 | 73.30 | $ 75,237.00 |
| Barr, Lawrence J. | L - 1984 | $635.00-$670.00 | 6.90 | $ 7,388.50 |
| Martin, Steven M. | T-1990 | $635.00-$670.00 | 20.10 | $ 72,805.50 |
|  |  |  | 601.4 |  $678,414.00 |

**Chapter 14: Dealing With Tables when Running the Merge Function**

**The Data Doc as well as the letter document need to be in their own independent document. The material in the book will show you how to set up a merge letter from scratch.**

|  |  |
| --- | --- |
| Address | Salutation |
| Mr. John SmithABC PlaceNew York, NY 11245 | Mr. Smith |
| Lorn O’DuneBCD Place New York, NY 11245 | Mr. O’Dune |
| Mr. Trent SportsCDE Place New York, NY 11245 | Mr. Sports |
| Ms. Lucy DiamondEFG Place New York, NY 11245 | Ms. Diamond |

ABC Bank
C/O Bond Savings pacific Corp.
6525 Harvey Boulevard
Suite 318
Winston, NC 28211

June 19, 2005

[Address]

ABC BANK
U.S.$300,000,000
4.666% Notes due 3220 (the "Designated Notes")

Dear [Salutation]:

Reference is hereby made to (i) that certain Indenture dated as of June 7, 2002, as supplemented by a first supplemental indenture dated as of May 30, 2003 (the "Base Indenture"), by and among ABC Bank (the "Issuer"), Luxury Bank, as Luxury Bank Paying Agent, Luxury Bank Transfer Agent and Luxury Bank Listing Agent and Save Life, N.A., as Indenture Trustee, Principal Paying Agent, Registrar and Transfer Agent, relating to the Issuer's Global Note Issuance Program, and that certain Tranche Supplement dated as of June 19, 2005 by and between the Issuer and Save Life, N.A., as Indenture Trustee and as Series Agent (together with the Base Indenture, the "Indenture"), and (ii) Funding Agreement No. FA-29131S dated June 19, 2005 (the "Designated Funding Agreement") issued by BOND SAVINGSCompany ("Luxury Bank Insurance") to Deutsche Bank AG, London Branch ("Deutsche Bank"), which will novate to the Issuer all of Deutsche Bank's right, title, benefits, remedies, interests (including the power to give a good discharge for the same) and obligations under, in and to the Designated Funding Agreement (the "Novation") pursuant to a Deed of Novation to be dated as of June 19, 2005 among Luxury Bank Insurance, Deutsche Bank and the Issuer. Capitalized terms used but not expressly defined herein are used with the respective meanings ascribed to such terms in the Indenture. Above‑mentioned

The Issuer herewith delivers to you, or has caused to be delivered to you, the Rule 144A Permanent Global Registered Note (CUSIP No. 98765EAU8; ISIN No. US222222282), initially representing U.S.$456,000,000 of the Designated Notes ("Rule 144A Global Note").

The Issuer hereby instructs you, as Principal Paying Agent, Transfer Agent and Registrar, to (i) authenticate the Rule 144A Global Note; (ii) register the Rule 144A Global Note in the name of Cede & Co.; (iii) accept the deposit and hold in safe custody the Rule 144A Global Note as custodian for the Depository Trust Company ("DTC"); (iv) effect exchanges of beneficial interests in the Rule 144A Global Note in accordance with the terms thereof and of the Indenture; and (v) take all such other reasonable action as may be required to give effect to the foregoing.

The Issuer also hereby instructs you to (i) deposit the expense proceeds in the amount of $451,000 that you receive through the DTC settlement process for delivery of the Rule 144A Global Note into the Series 2005-9 expense account to pay anticipated expenses as designated by the Issuer and in accordance with such instructions as may be provided to you by the Issuer; (ii) upon the Novation, accept and physically hold in safe custody, and maintain actual, exclusive and continuous control of, the Designated Funding Agreement at your offices located at 111 Wall Street, New York, NY 10043, as custodian (Save Life, N.A., in such capacity, the "Custodian") for Save Life, N.A. in its capacity as Series Agent for the Holders of the Series 2005-7 Notes (the "Designated Series Agent"), until the earlier of (a) the delivery to the Custodian by the Designated Series Agent and Luxury Bank Insurance of a written certification signed by the Designated Series Agent and Luxury Bank Insurance that either (1) Luxury Bank Insurance has paid and discharged all obligations to the Designated Series Agent with respect to the Designated Funding Agreement; or (2) the Designated Funding Agreement has been transferred in accordance with its terms or repurchased by Luxury Bank Insurance and the Designated Funding Agreement is no longer to be held by the Custodian and (b) the termination of the Indenture (collectively, "Custody Termination Events"); and (iii) upon the occurrence of any Custody Termination Event, deliver the Designated Funding Agreement to such person as shall be designated in writing by the Designated Series Agent and Luxury Bank Insurance.

Section 1.11 of the Indenture is hereby incorporated by reference.

 Very truly yours,

ABC BANK,
as Issuer

By: NEVADA TRUST COMPANY, NATIONAL
ASSOCIATION, not in it individual capacity,
but solely as Nevada Trustee

By:
Name:
Title:

**Chapter 15: Using the Lines of a Table for Your Signature Lines**

|  |
| --- |
| **RESTRICTIONS REGARDING THE TRANSFER OR SALE OF THIS FUNDING AGREEMENT OR ANY INTEREST HEREIN ARE SET FORTH HEREIN** |
|  |  | ABC Bank Life Insurance Company |
| Luxury Bank AG, London Branch |  |  |
|  |  |  |
| Signature |  |  |
|  |  |  |
| Title |  |  |
|  |  |  |
| Witness |  | Registrar |
|  |  |  |
| Date |  | Date |
|  |  |  |
| City and State |  | City and State |
| Luxury Bank AG London Branch |  |  |
|  |  |  |
| Signature |  |  |
|  |  |  |
| Title |  |  |
|  |  |  |
| Date |  |  |
|  |  |  |
| City and State |  |  |

**Chapter 16: Shortcut Tips When Setting Tabs In Your Financial Table**

***Financial Tables***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2001-02** | **2002--03** | **2003-04** |
| **DEPARTMENT AND ACTIVITY** | **ACTUAL** | **ADOPTED** | **AMENDED** | **RECOMM:.** |
| **Finance:** |  |  |  |  |
| Accounting | 673,146 | 725,327 | 736,752 | 710,912 |
| Administration | 416,830 | 448,644 | 482,804 | 498,743 |
| Agency and Special Revenue Funds | 43,058,436 | 44,768,458 | 44,412,446 | 47,797,279 |
| Ambulance Collections | 137,258 | 150,000 | 186,941 | 157,837 |
| Chamber Promotions | 925,541 | 984,660 | 876,036 | 903,242 |
| Debt Service Funds | 20,128,255 | 21,984,426 | 30,139,187 | 21,651,724 |
| Equipment Replacement` | 1,578,244 | 2,362,500 | 4,892,500 | 1,362,500 |
| Mail and Messenger1 | 263,882 | 288,150 | 296,074 | 296,722 |
| Print Shop | 169,671 | 243,900 | 188,736 | 150,225 |
| Purchasing | 191,006 | 194,356 | 202,917 | 211,380 |
| Research and Budget | 457,558 | 558,667 | 610,791 | 591,941 |
| Risk Management | 89,411 | 100,390 | 98,826 | 103,141 |
| Special Assessment - Principal & Interest | 4,500,000 | 500,000 | 500,000 | 500,000 |
| Tort Liability | 725,725 | 918,000 | 713,000 | 713,000 |
| Treasury | 264,723 | 266,511 | 260,633 | 267,210 |
| Unallocated General Fund | 1,458,449 | 1,167,770 | 9,572,869 | 7,593,246 |
| WRA Fiscal Services | 135,007 | 136,322 | 151,238 | 157,090 |
| **Total Department** | 75,173,142 | 75,798,081 | 94,321,750 | 83,666,192 |
|  |  |  |  |  |
| **Fire:** |  |  |  |  |
| Administration | 732,245 | 694,442 | 899,130 | 844,769 |
| Commercial Fire Inspection | 581,940 | 600,518 | 688,432 | 716,063 |
| Emergency Medical Services | 2,927,395 | 2,920,247 | 3,003,460 | 3,115,436 |
| Fire Investigation | 257,923 | 250,320 | 172,009 | 176,183 |
| Fire Protection | 14,044,892 | 14,406,298 | 15,760,857 | 16,317,670 |
| HazMat – Non-Polk County Area | 18,942 | 23,205 | 23,205 | 23,205 |
| HazMat – Polk County Area | 209,045 | 228,770 | 151,464 | 152,503 |
| Maintenance and Repair | 685,066 | 785,316 | 819,412 | 827,979 |
| Special Revenue Funds | 48,607 | 286,500 | 526,493 | 432,500 |
| Training of Fire Officials | 412,968 | 312,614 | 332,968 | 343,372 |
| Total Department | 19,919,023 | 20,508,230 | 22,377,430 | 22,949,680 |

**Chapter 17: Table Stacking**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DEPARTMENT AND ACTIVITY** | **GENERAL MOTORS** | **PLYMOUTH** | **LINCOLN** | **AUDI** | **LEXUS** | **KIA** |
| **Finance:** |  |  |  |  |  |  |
| Accounting | 673,146 | 725,327 | 736,752 | 710,912 | 710,912 | 435,912 |
| Administration | 416,830 | 448,644 | 482,804 | 498,743 | 498,743 | 498,743 |
| Agency and Special Revenue Funds | 43,058,436 | 44,768,458 | 44,412,446 | 47,797,279 | 47,797,279 | 54,797,279 |
| Ambulance Collections | 137,258 | 150,000 | 186,941 | 157,837 | 157,837 | 157,837 |
| Chamber Promotions | 925,541 | 984,660 | 876,036 | 903,242 | 903,242 | 903,242 |
| Debt Service Funds | 20,128,255 | 21,984,426 | 30,139,187 | 21,651,724 | 21,651,724 | 32,651,724 |
| Equipment Replacement` | 1,578,244 | 2,362,500 | 4,892,500 | 1,362,500 | 1,362,500 | 1,362,500 |
| Mail and Messenger1 | 263,882 | 288,150 | 296,074 | 296,722 | 296,722 | 296,722 |
| Print Shop | 169,671 | 243,900 | 188,736 | 150,225 | 150,225 | 150,225 |
| Purchasing | 191,006 | 194,356 | 202,917 | 211,380 | 211,380 | 211,380 |
| Research and Budget | 457,558 | 558,667 | 610,791 | 591,941 | 591,941 | 591,941 |
| Risk Management | 89,411 | 100,390 | 98,826 | 103,141 | 103,141 | 103,141 |
| Special Assessment - Principal & Interest | 4,500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 |
| Tort Liability | 725,725 | 918,000 | 713,000 | 713,000 | 713,000 | 713,000 |
| Treasury | 264,723 | 266,511 | 260,633 | 267,210 | 267,210 | 267,210 |
| Unallocated General Fund | 1,458,449 | 1,167,770 | 9,572,869 | 7,593,246 | 7,593,246 | 7,593,246 |
| WRA Fiscal Services | 135,007 | 136,322 | 151,238 | 157,090 | 157,090 | 217,090 |
| **Total Department** | 75,173,142 | 75,798,081 | 94,321,750 | 83,666,192 | 20,508,230 | 27,508,230 |
|  |  |  |  |  |  |  |

**Chapter 18: Changing the Page Orientation for a Large Table**

**I placed the table that will need to be turned to Landscape below followed by textual material going back to portrait.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DEPARTMENT AND ACTIVITY** | **GENERAL MOTORS** | **PLYMOUTH** | **LINCOLN** | **AUDI** | **LEXUS** | **KIA** |
| **Finance:** |  |  |  |  |  |  |
| Accounting | 673,146 | 725,327 | 736,752 | 710,912 | 710,912 | 435,912 |
| Administration | 416,830 | 448,644 | 482,804 | 498,743 | 498,743 | 498,743 |
| Agency and Special Revenue Funds | 43,058,436 | 44,768,458 | 44,412,446 | 47,797,279 | 47,797,279 | 54,797,279 |
| Ambulance Collections | 137,258 | 150,000 | 186,941 | 157,837 | 157,837 | 157,837 |
| Chamber Promotions | 925,541 | 984,660 | 876,036 | 903,242 | 903,242 | 903,242 |
| Debt Service Funds | 20,128,255 | 21,984,426 | 30,139,187 | 21,651,724 | 21,651,724 | 32,651,724 |
| Equipment Replacement` | 1,578,244 | 2,362,500 | 4,892,500 | 1,362,500 | 1,362,500 | 1,362,500 |
| Mail and Messenger1 | 263,882 | 288,150 | 296,074 | 296,722 | 296,722 | 296,722 |
| Print Shop | 169,671 | 243,900 | 188,736 | 150,225 | 150,225 | 150,225 |
| Purchasing | 191,006 | 194,356 | 202,917 | 211,380 | 211,380 | 211,380 |
| Research and Budget | 457,558 | 558,667 | 610,791 | 591,941 | 591,941 | 591,941 |
| Risk Management | 89,411 | 100,390 | 98,826 | 103,141 | 103,141 | 103,141 |
| Special Assessment - Principal & Interest | 4,500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 |
| Tort Liability | 725,725 | 918,000 | 713,000 | 713,000 | 713,000 | 713,000 |
| Treasury | 264,723 | 266,511 | 260,633 | 267,210 | 267,210 | 267,210 |
| Unallocated General Fund | 1,458,449 | 1,167,770 | 9,572,869 | 7,593,246 | 7,593,246 | 7,593,246 |
| WRA Fiscal Services | 135,007 | 136,322 | 151,238 | 157,090 | 157,090 | 217,090 |
| **Total Department** | 75,173,142 | 75,798,081 | 94,321,750 | 83,666,192 | 20,508,230 | 27,508,230 |
|  |  |  |  |  |  |  |

# ARTICLE 2CAPITAL CONTRIBUTIONS

## Equation Capital Contribution

### Subject to fulfillment or waiver of the conditions set forth in Section 6.2, on the Funding Date each Class A Equation Investor agrees to contribute, severally and not jointly, its respective portion of the Funding Date Capital Contribution as set forth on Annex 1 (“Funding Date Capital Contribution”) to the Holding Company, as determined pursuant to this Section 2.1. In order to determine the Funding Date Capital Contribution, the Equation Base Case Model prepared as of the Closing Date shall be adjusted to reflect changes (i) in the actual operating results produced by the Old Springs I Project through the Funding Date and the allocations of income, gain, loss, deductions and credits among the MeABCrs of the Holding Company pursuant to the terms of the Prior LLC Agreement (for the avoidance of doubt, such adjustments are intended to solely reflect actual operating results and, other than as expressly provided in (iv) below, shall not result in the change of other assumptions attributable to the Old Springs I Project, including (a) any changes to the forward price curve assumptions reflected in the Equation Base Case Model, or (8) any changes to the net capacity factor or any other relevant assumption reflected in the Equation Base Case Model as a result of an updated wind study, except to the extent expressly provided in (iv)(i) below); (ii) in the actual costs incurred to construct the Old Springs II Project or in the allocation of those costs as set forth in the asset cost segregation included in the bring-down of the Appraisal (and any adjustments to depreciation or amortization expense resulting from such change); (iii) in the aggregate amount of (a) the Construction Loan, (b) the construction and Transaction Expenses outstanding that are due and payable as of the Funding Date or that shall become due and payable after the Funding Date and (c) the Additional Class B Equation Contribution, to the extent already contributed to the Project Company; and (iv) in addition to (ii), above, solely with respect to the Old Springs II Project (other than with respect to items (b), (c) (solely as it relates to any Tax Abatement Agreement), (i) or (j)),(a) in the applicable depreciation method, the applicable depreciation period, and the applicable convention, all as defined in Section 168 of the Code, the capitalization rules under Sections 263 and 263A of the Code in respect of direct and indirect costs allocated to property produced or acquired by the Holding Company or the Project Company and the amortization rules under Sections 167 and 197 of the Code applicable in the case of intangible assets of the Holding Company or the Project Company, in each case as a result of a Tax Law Change, as reflected in a written opinion by Doofy & Lomain LLP (or such other counsel selected by the Class A Equation Investors and reasonably acceptable to the Class B Equation Investors); (b) in the highest marginal federal income tax rate applicable to corporations as the result of a Tax Law Change, as reflected in a written opinion by Doofy & Lomain LLP (or such other counsel selected by the Class A Equation Investors and reasonably acceptable to the Class B Equation Investors); (c) in the assumed insurance costs, property taxes, franchise taxes, or other local taxes (but, for the avoidance of doubt, not state or local income taxes) transmission or scheduling charges (but, with respect to such transmission or scheduling charges, only to the extent identified in the bring-down of the Independent Engineer’s Report pursuant to Section 6.2(i) hereof); (d) resulting from amendments to the Key Project Documents after the Closing Date; (e) attributable to either the correction of manifest errors or to reflect information first made available to the Class A Equation Investors after the Closing Date, which new information causes the Independent Engineer to revise the forecast of revenues, production or expenses (for the avoidance of doubt, such new information shall not include (I) any changes to the forward price curve assumptions reflected in the Equation Base Case Model, or (II) changes to the net capacity factor or any other relevant assumption reflected in the Equation Base Case Model as a result of an updated wind study, except to the extent expressly provided in (iv)(i), below); (f) in the actual Funding Date and the actual date on which any Wind Turbine generates Section 45 Tax Credits or is placed-in-service for applicable federal income tax purposes; (g) in the aggregate periodic liquidated damages received or to be received under the terms of the Project Documents; (h) in the actual ABCED of Wind Turbines that have achieved Substantial Completion as of the Funding Date; (i) in the event that either (I) fewer than eighty (80) of the Old Springs II Project Wind Turbines but more than seventy-five (75) of the Old Springs II Project Wind Turbines have achieved Substantial Completion as of the Funding Date, or (II) in the reasonable opinion of the Independent Engineer there has been a material change to the location of the Old Springs II Wind Turbines from the locations specified in the Site Plan, an updated Wind Resource and Energy Assessment Report shall be obtained from the Independent Wind Engineer solely to reflect the actual ABCED and/or actual location of the Wind Turbines as specified in clauses (I) and/or (II) of this Section 2.1 (a)(iv)(i) and the effect on the Old Springs I Project and the Old Springs II Project, as and to the extent applicable (it being expressly understood and agreed that the wind data used by the Independent Wind Engineer to prepare the original Wind Resource and Energy Assessment Report shall remain unchanged for purposes of preparing the updated Wind Resource and Energy Assessment Report) and the Equation Base Case Model shall be adjusted to reflect such updated report; and (j) in the appraised fair market value of the Old Springs I Project and the Old Springs II Project as

**Chapter 19: Simple Conversion from Text to Table.**

ARTICLE I DEFINITIONS 2

1.1 Definitions. 2

1.2 Other Definitional Provisions 17

ARTICLE II CAPITAL CONTRIBUTIONS 17

2.1 Equation Capital Contribution 17

2.2 Use of Proceeds 21

ARTICLE III REPRESENTATIONS AND WARRANTIES REGARDING THE COMPANIES 22

3.1 Organization and Good Standing 22

3.2 Authority Relative to this Agreement and the Transaction 22

|  |  |
| --- | --- |
| Schedules |  |
| Schedule 1.1 | Knowledge |
| Schedule 3 | Disclosure Schedule |
| Schedule 3.7 | Licenses and Permits |
| Schedule 3.8 | Material Contracts |
| Schedule 3.13 | Financial Statements of the Holding Company |
| Schedule 3.14 | Environmental Matters |
| Schedule 3.15 | Insurance |
| Schedule 3.16(b) | Tax Matters |
| Schedule 4.5 | Financial Statements of IWNA |
| Schedule 6.7 | Pro-Forma Owner’s Policy |
| Schedule 10.12 | Pre-Approved Transferees |
| Annex 1 | Funding Date Capital Contribution Commitment |
| Annex 2 | Form of Amended LLC Agreement pinions |
| Annex 3 | Equity Base Case Model |
| Annex 4 | Key Project Documents Not Yet Executed  |
| Annex 5 | Forms of Legal Opinions |
| Annex 5-A | Form of Legal Opinion of Counsel to the Class A Equity Investors  |
| Annex 5-B | Form of Legal Opinion of In-House and, if applicable, local Counsel to each Class A Equity Investor  |
| Annex 5-C | Form of Legal Opinion of Counsel to MA, the Holding Company, the Project Company and the Facility Manager  |
| Annex 5-D | Form of Legal Opinion of Counsel to the Interconnection Counterparty  |
| Annex 5-E | Form of Legal Opinion of Smith Trostle LLP, with respect to Certain Regulatory Matters  |
| Annex 5-F | Form of Legal Opinion of Stooge, Boob & DoobL.L.P., with respect to Certain Environmental Permitting Matters  |
| Annex 5-G | Forms of Legal Opinions Confirming Matters Covered in Opinions Delivered to the Holding Company and the Class A Equity Investors pursuant to Section 6.1(d), and with respect to the opinions of Counsel and Texas Counsel to the Project Company, the Holding Company, and IWNA  |
| Annex 5-H | Form of Legal Opinion of Counsel to Balance of Plant Counterparty  |
| Annex 5-1 | Form of Legal Opinion of Counsel to Turbine Supplier  |
| Annex 5-J | Form of Legal Opinion of Counsel to Energy Hedge Provider and the Energy Hedge Guarantor  |
| Annex 5-K | Form of Legal Opinion of Delaware Counsel to the Holding Company  |
| Annex 6-A | Forms of Key Project Document Stuffed UP Certificates  |
| Annex 6-B | Form of Real Property Document Stuffed UP Certificates  |
| Annex 7 | Form of Escrow Agreement  |
| Annex 8 | Execution Date Funds Flow Including Payment of Transaction Expenses  |
| Annex 9 | Consent to Assignment  |
| Annex 10 | Form of Equity Investor Guarantee  |
| Annex 11 | Independent Engineer Certificate regarding Substantial Completion and Bring-down Independent Engineer Report  |
| Annex 12 | Form of Bring-down Environmental Report  |
| Annex 13 | Form of Letter from Noenergy Wind in respect of Noenergy Wind’s Assumption of Indemnity Obligations set forth in the Amended LLC Agreement |

**Chapter 20: Dealing With Pre-Formatted Table Set-Ups**

**Use this table to try on a host of different table template types.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2001-02** | **2002--03** | **2003-04** |
| **DEPARTMENT AND ACTIVITY** | **ACTUAL** | **ADOPTED** | **AMENDED** | **RECOMM:.** |
| **Finance:** |  |  |  |  |
| Accounting | 673,146 | 725,327 | 736,752 | 710,912 |
| Administration | 416,830 | 448,644 | 482,804 | 498,743 |
| Agency and Special Revenue Funds | 43,058,436 | 44,768,458 | 44,412,446 | 47,797,279 |
| Ambulance Collections | 137,258 | 150,000 | 186,941 | 157,837 |
| Chamber Promotions | 925,541 | 984,660 | 876,036 | 903,242 |
| Debt Service Funds | 20,128,255 | 21,984,426 | 30,139,187 | 21,651,724 |
| Equipment Replacement` | 1,578,244 | 2,362,500 | 4,892,500 | 1,362,500 |
| Mail and Messenger1 | 263,882 | 288,150 | 296,074 | 296,722 |
| Print Shop | 169,671 | 243,900 | 188,736 | 150,225 |
| Purchasing | 191,006 | 194,356 | 202,917 | 211,380 |
| Research and Budget | 457,558 | 558,667 | 610,791 | 591,941 |
| Risk Management | 89,411 | 100,390 | 98,826 | 103,141 |
| Special Assessment - Principal & Interest | 4,500,000 | 500,000 | 500,000 | 500,000 |
| Tort Liability | 725,725 | 918,000 | 713,000 | 713,000 |
| Treasury | 264,723 | 266,511 | 260,633 | 267,210 |
| Unallocated General Fund | 1,458,449 | 1,167,770 | 9,572,869 | 7,593,246 |
| WRA Fiscal Services | 135,007 | 136,322 | 151,238 | 157,090 |
| **Total t** | 75,173,142 | 75,798,081 | 94,321,750 | 83,666,192 |

**Chapter 21**: **Locking a Column**

**I would copy this table to a new document and put it together with me piece by piece.**

IN WITNESS WHEREOF, this document has been executed and delivered as a deed on the day and year first written above,

|  |  |  |
| --- | --- | --- |
| Executed as a deed byABC INSURANCE COMPANY | ))))))))))))))))))))))))))) | By: Name:Title: |
| Executed as a deed byPIGGY BANK AG, LONDON BRANCH | By: Name:Title: |
|  | By: Name:Title |
| Executed as a deed byABC GLOBAL FUNDING II, with respect to Series 2005-9 | By: NEVADA TRUST COMPANY, NATIONALASSOCIATION, not in its individualcapacity, but solely as Nevada Trustee |
|  | By: Name:Title: |