Keeps your books, papers and computer off the floor
Rubber cement, Elmer's and stick are different types of __
Referred to as a "Universal Bonding Strip" in the movie Toy Story
What you sit on - hopefully it's comfortable
8.5x11 or 11x17 - it comes in many different colors too
Use a __ clip if you have too many papers for a stapler to handle
What you use if you make a mistake when writing in pencil
It's really filled with graphite, not lead
Dry erase and permanent __ in a rainbow of colors
Small, often spiral bound papers used for jotting information
Use this to bind sheets of paper together - watch your fingers!
Many people have __ cards with their contact information
Check this before you plan a trip or business date
A Rolodex is a type of __ __ for keeping important information
Mac or PC, every office has them now
Rock, paper, __
Use this to dispose of confidential information
How to cover up a mistake - invented my a Monkee's mom
If you want to put something in a binder you need a one of these
Temporary way to hold papers together
Land-based and cellular
You may need to print your presentation on __ for the overhead
Good for holding rolled documents, or shooting at each other
Can be used for leaving messages or diagramming ideas
Where hard copies of financial and personnel information may be kept
__ __ can be hanging or tabbed to help organize your papers
Neon colored marker for drawing attention to text
A great invention for leaving notes for yourself or others

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