

Office Technology and Management

Project LAP 1 – Sales Conference Documents

Projects 1-1 through 1-2



Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ◆PT1f Be proficient in the use of technology.
- ◆PT2a Engage in higher order thinking and will apply problem-solving strategies in purposeful ways both in situations where the problem and desirable solutions are clearly evident and in situations are clearly evident and in situations requiring a creative approach to achieve an outcome.
- ◆PT3d Use technology tools and resources for managing and communicating personal/professional information, e.g. finances, schedules, addresses, purchases, and correspondence.
- ◆PT5k Analyze advantages and disadvantages of widespread use of and reliance on technology in the workplace and in society as a whole.

Objectives

- ◆ Key and format business letters and memos.
- ◆ Review proofreader marks.
- ◆ Evaluate your learning in “Thinking it Through”.

Resources

Integrated Business Projects
 Internet
 Reference Guide, pgs. RG1-RG10.
 Template Disk
 Instructor Solutions

Time Frame

2 hours

Introduction

You will be learning to prepare a variety of documents using word processing, spreadsheets, email, and the internet. These projects will range in difficulty from easy to complex. At the beginning of each LAP other resources will be listed for your use. If you need to review or refresh your skill, don't hesitate to check these resources for help.

Remember to save each document as directed by your instructor. After you have completed the LAP, print out all assignments, attach to the back of this LAP sheet, and turn in as directed.

If you need formatting HELP, remember to use the “HELP” on your toolbar and key in your question.

BEFORE BEGINNING THESE PROJECTS, PLEASE READ PAGES viii and ix.

- ____ 1. P. 1-2, Project 1-1. Prepare Welcome/Cover Letter. Read and follow directions. Be sure to use wrap around and be sure the right margin is as even as you can get it. Use RG10 for proofreader mark explanation.
- ____ 2. Complete email option, using page RG5 in Reference Guide in back of text. (use template disk titled **email**)

- _____ 3. P. 4, Project 1-2. Key/Composed Letters. Read directions. Retrieve letterhead file from Template Disk. Complete Task 1 and 2 according to directions. Use RG2 for layout.
- _____ 4. P. 6, Thinking it Through. Answer the questions in this format: (1) Create a separate document using Word, (2) Type all the questions in **BOLD**, Font 12, and (3) Answer the questions in Arial, Font 10.

Self Assessment - "I/I can . . . "

- _____ Key and format business letters and memos.
- _____ Apply proofreader marks.
- _____ Evaluate my own learning.
- _____ Read and follow written directions.