

Office Technology and Management

Project LAP 9 – Sales Documents

Projects 2-7 through 2-8



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

- ◆ To finish a sales manual inserting tables, creating tables, numbering pages, add horizontal lines, and create a table of contents.
- ◆ To create a cover page using the rotating text feature.

Resources Integrated Business Projects
 Reference Guide, pgs. RG1-RG10.
 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.

- _____1. P. 38-41, Project 2-7. Finish Sales Manual. Read and follow the directions for all tasks, excluding Task 4 and the option on page 38. On Task 6 be sure to use the table of contents function in your software.
- _____2. P. 42, Project 2-8. Create Cover Page. Read and follow the directions. For rotating text, refer to HELP.

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

- Finish a sales manual using enhancements.
- Create a cover page
- Read and follow written directions.