

**Office Technology and Management**  
Project LAP 6 – Sales Documents  
Projects 2-1 through 2-2



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**

- ◆ To create and enhance tables.
- ◆ Evaluate your learning in “Thinking it Through”.

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

**Time Frame**    2 ½ 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. 25, Project 2-1. Create Table. Read and follow directions. If color printer is easily available, do the Option.
- \_\_\_\_ 2.        P. 26-27, Project 2-2. Create Enhanced Tables. Follow directions. Do Task 1. Use enhancements to improve the readability of the table. Use the toolbar Insert/Symbols/Miscellaneous Dingbats to retrieve the symbols needed for task.
- \_\_\_\_ 3.        P. 28, Project 2-2. Do Task 2. Follow the Microsoft Word instructions.

- \_\_\_\_\_ 4. P. 27, 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 . . . "**

- \_\_\_\_\_ Create and enhance Tables.
- \_\_\_\_\_ Evaluate my own learning.
- \_\_\_\_\_ Read and follow written directions.