

Office Technology and Management

Project LAP 8 – Sales Documents

Projects 2-5 through 2-6



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 a petty cash form in Excel.
- ◆ To design customer forms.
- ◆ Evaluate your learning in “Thinking it Through”.

Resources

Integrated Business Projects
 Reference Guide, pgs. RG1-RG10.
 Excel software program
 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. 34, Project 2-5. Create Petty Cash Form. Read and follow the directions for Tasks 1 and 2. Use Excel software. Be sure to use a formula that will calculate the “totals” available column.
- _____ 2. P. 35, 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.

- _____ 3. p. 36-37, Project 2-6. Design Customer Forms. Complete Task 1 using Word. Use the borders or graphic lines of Word to facilitate inserting lines. Complete Task 2 using the shading command. Go to Format/Borders and Shading.

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

- _____ Create a petty cash form and calculate the balance using Excel.
- _____ Evaluate my own learning.
- _____ Design customer forms using specific commands.
- _____ Read and follow written directions.