

Office Technology and Management
 Project LAP 5 – Sales Conference Documents
 Projects 1-11 through 1-12



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 learn how to format a Reading List.
- ◆ To learn to create Conference signs.
- ◆ Evaluate your learning in “Thinking it Through.”

Resources Integrated Business Projects
 Reference Guide, pgs. RG1-RG10
 Internet
 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. 20-21, Project 1-11. Format a Reading List. Read and follow directions to format the reading list. (To arrange these alphabetically highlight the document and go to Table/Sort) Skip Challenge 1. Refer to RG8 for setup. Do Challenge 2 using the internet for your information. Insert your three sites, remember to save as a new document, and print.

- _____ 2. P. 22, 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. 23, Project 1-12. Create Conference Signs. Read directions carefully. Note the two Options that are illustrated at the bottom of the page. Do Task 1 and Task 2 trying to incorporate the suggestions given in the challenge.

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

- _____ Format a reading list.
- _____ Evaluate my own learning.
- _____ Create conference signs using unique features of layout.