

Practice Worksheet

Your Corporate Profile

Instructions:

I. Complete the sentences with the steps to create your corporate profile:








1. First, you need to _____ the APP.
- a. upload
 - b. download



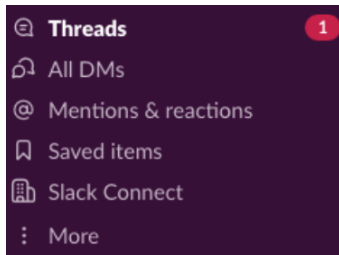
2. Then, you need to _____ a profile picture.
- a. upload
 - b. Download

Veronica Williams
HR Specialist

3. You need to _____ your name and role.
- a. define
 - b. add

 In a meeting – 1 hour
 ON – 4 hours
 OFF – Don't clear
 Vacationing – Don't clear
 Out sick – Today

4. You have to _____ your status.
- a. define
 - b. add



5. You can _____ your notifications.
- a. look
 - b. check

Answer Key:

- 1. B
- 2. A
- 3. B
- 4. A
- 5. B