**Exercise 1 – SAP Navigation/Sales Orders**

**Questions – Type your answers or paste screenshots into a Word document and submit to your lecturer.**

1. Log on to SAP to answer these questions:
   1. What are 2 menu choices when you select Logistics?
   2. What is the transaction code for Creating an Inquiry?
   3. What is the transaction code for Creating a Quotation?
   4. How did you find the transaction codes?
   5. What is the parameter ID for Company Code?
2. Create favorites for the following transactions, rename them, and then take a screenshot showing your favorites:
   1. Creating an inquiry
   2. Creating a Quotation
   3. Displaying a Quotation
   4. Displaying an Order
   5. How did you create the favorites?
3. Create a second SAP R/3 session. How did you create the new session?