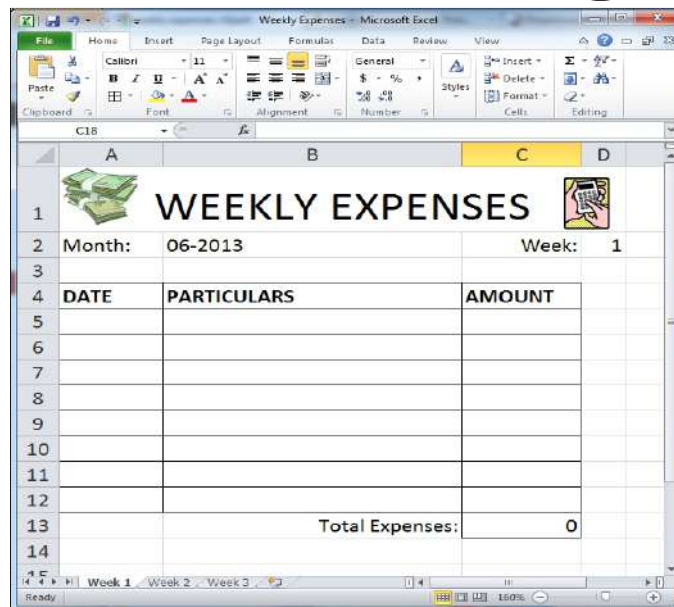


Directions:

1. Launch Excel and open the **Weekly Expenses** activity workbook file.
2. Add your expenses for the week. Be sure to fill in the columns and add rows.
3. Save the activity workbook with a new filename as **My Weekly Expenses**.

Preview:

SCORE



Directions:

1. Launch Excel and open the **Daily Time Record** activity workbook file.
2. Add employees name and enter time in and out. Insert additional rows if necessary.
3. Save the activity workbook with a new filename as **SeLS DTR**.

Preview:

SCORE

