

Chapter 2 Working with Office Files

Lab. 23 Packing Slip

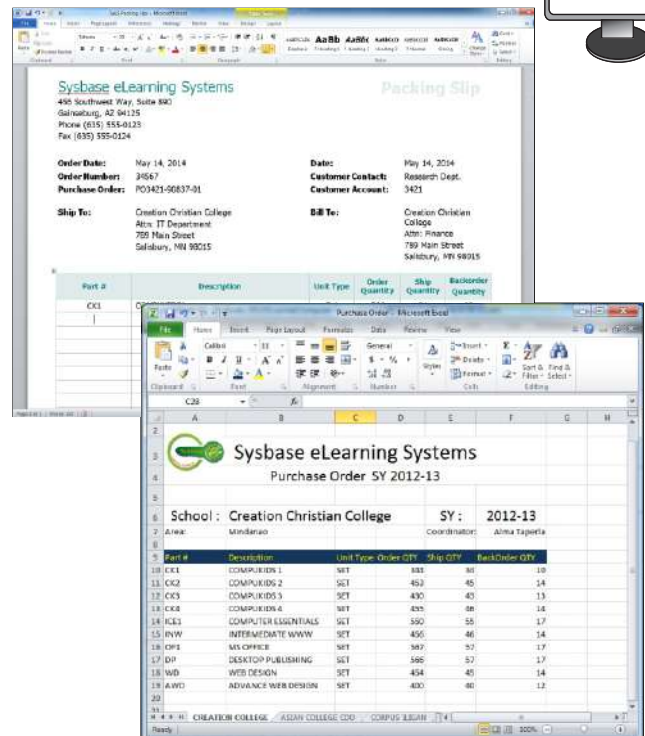
Directions:

1. Launch Word and open the **Sels Packing Slip** activity document file.
2. Launch Excel and open the **Purchase Order** activity workbook file.
3. Create a packing slip of the three (3) schools for delivery in Word based or from the Purchase Order workbook file in Excel.

Use the copy and paste command to do the task. See the sample preview on your right.

4. Save the activity document with a new filename as **Packing Slip Done**.

Preview:



SCORE



Chapter 2 Working with Office Files

Lab. 24 Special Edition

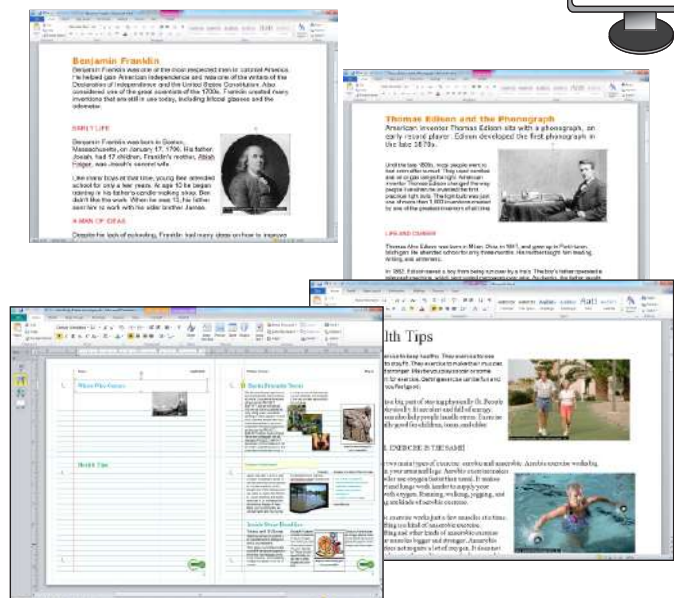
Directions:

1. Launch Word and open the **Benjamin Franklin, Thomas Edison and Health Tips** activity documents.
2. Launch Publisher and open the publication **Sels Daily Publication Special**. Move to page 2 and complete the publication by copying and pasting the articles from the three document files in Word that you have opened.

Be sure to include the pictures embedded in each article.

3. Save the activity publication with a new filename as **Sels Publication Special Edition**.

Preview:



SCORE

