Chapter 2 Working with Office Files

Lab. 25 View All Docs

Directions:

- 1. Launch Word and open the activities or documents that you have made.
- 2. View all these files in horizontal and vertical arrangement.
 - Refer to your work text for the steps in doing this task.
- 3. Show it to your teacher that you have accomplished the activity.

SCORE Preview: May 14, 2014 BONES AND SKEL Health Tips Benjamin Franklin Benjamin Franklin was one of the most re

Chapter 2 Working with Office Files

Lab. 26 Sheets View

SCORE

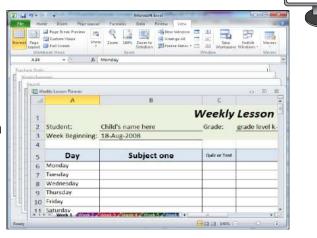
Directions:

- 1. Launch Excel and open all the workbooks that you have made.
- 2. View all these files in cascade or tiled manner.

Refer to your worktext for the steps in doing this tasks.

3. Show it to your teacher that you have accomplished the activity.

Preview:



Chapter 2 Working with Office Files

Directions:

- 1. Launch PowerPoint and open all the presentation files that you have made.
- 2. View all these files in tiled manner. Refer to your worktext for the steps in doing this task.
- 3. Show it to your teacher that you have accomplished the activity.

Lab. 27 Presentations View

SCORE Preview: OHA SENGU