

Chapter 2 Working with Office Files

Lab. 25 View All Docs

Directions:

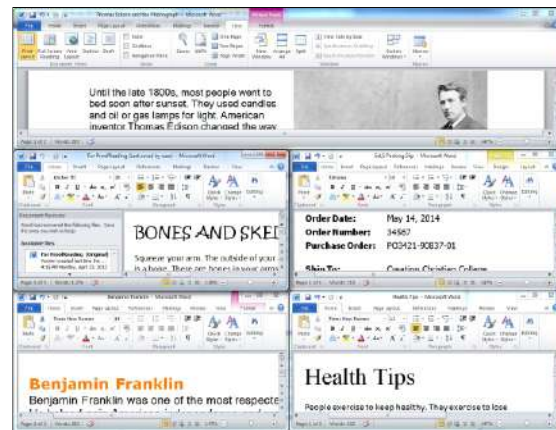
1. Launch Word and open the activities or documents that you have made.
2. View all these files in horizontal and vertical arrangement.

Refer to your work text for the steps in doing this task.

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

Preview:

SCORE



Chapter 2 Working with Office Files

Lab. 26 Sheets View

Directions:

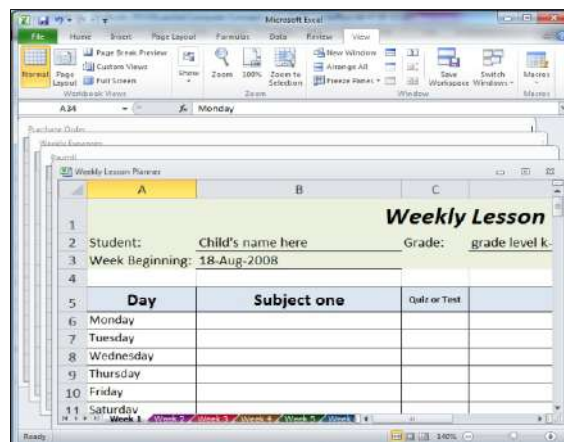
1. Launch Excel and open all the workbooks that you have made.
2. View all these files in cascade or tiled manner.

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

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

Preview:

SCORE



Chapter 2 Working with Office Files

Lab. 27 Presentations View

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.

Preview:

SCORE

