

## Chapter 2 Working with Office Files

## Lab. 21 Expensive Expenses

Directions:

1. Launch Excel and open the **Weekly Expenses** activity workbook file.
2. Copy the whole form into the succeeding worksheets to create at least two-month weekly expense worksheets.

Then, label the worksheets with Jan-Week1, Jan-Week2, Jan-Week3 and so on up to Feb-Week4. See illustration on your right.

Use the copy and paste keyboard method.

3. Save the activity workbook with a new filename as **Jan-Feb Expenses**.

SCORE



Preview:



## Chapter 2 Working with Office Files

## Lab. 22 Switching, Copying & Pasting

Directions:

1. Launch PowerPoint and open the **Bones-Skeleton and Muscles** activity presentation file.
2. Launch and open the **Proof Reading Done** activity document file. If you don't have the activity file, be sure to perform it from the previous activity.
3. Make a presentation out of the topics and subtopics of this document (Proof Reading Done.docx). Instead of typing the paragraphs, use the copy and paste command to do the task faster. You have to switch between the two applications running.
4. Copy and paste also the pictures in each topic to make your presentation attractive.
5. Save the activity presentation file with a new filename as **Presenting Bones-Skeleton and Muscles**.

SCORE



Preview:

