

Chapter 1 Office Basics

Directions:

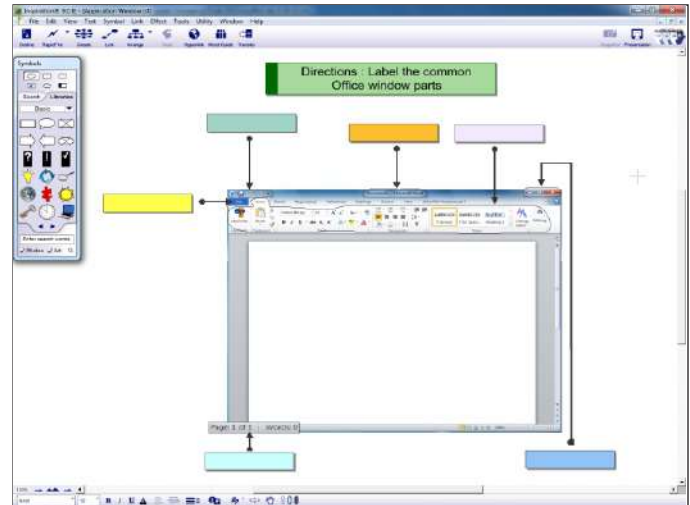
1. Launch Inspiration.
2. Open and answer the activity **Application Window**.
3. Follow and read the directions.
4. Save the activity as **Common Parts** in your own folder.

Lab. 3 Common Parts

SCORE



Preview:



Chapter 1 Office Basics

Directions:

1. Launch Inspiration.
2. Open and answer the activity **Application Window 2**.
3. Follow and read the directions.
4. Save the activity as **Active Parts** in your own folder.

Lab. 4 Active Parts

SCORE



Preview:

