Chapter 3 **Graphics Tools in Office**

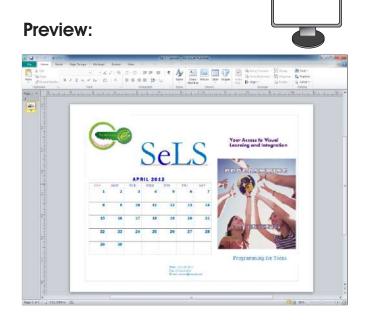
Lab. 30 Calendar Making

SCORE

SCORE

Directions:

- 1. Launch Publisher and open the **SeLS Calendar** activity publication file.
- Create a 12-month calendar. Insert pictures of SeLS books covers distributed every month from the work files.
- Save the activity publication with a new filename as SeLS Updated Calendar.



Chapter 3 Graphics Tools in Office

Lab. 31 Presenting SeLS Books

Directions:

- Launch PowerPoint and open the Books Presentation activity presentation file.
- Create a five (5) pages presentation. Insert pictures of the Sysbase eLearning Systems Books. Use the pictures from the work files provided. Give at least a short description in each book.
- Save the activity workbook with a new filename as SeLS Books Presented.

