

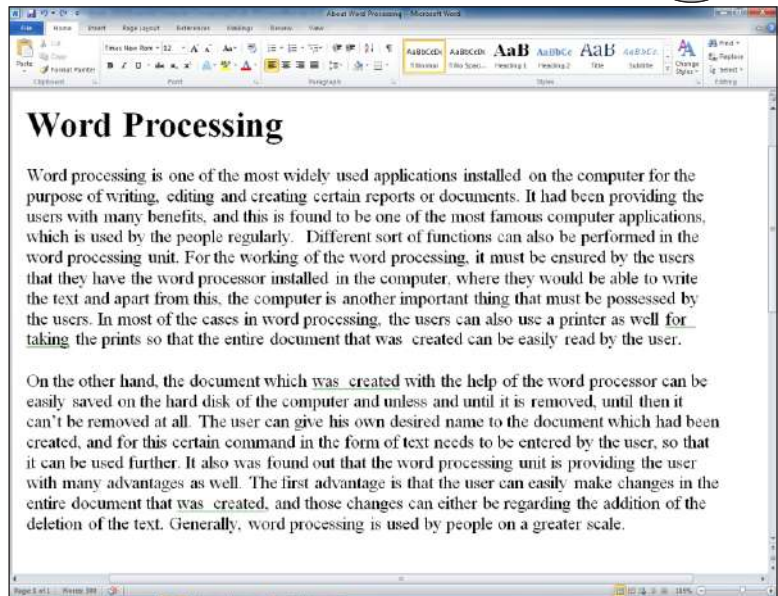
Directions:

1. Launch Word and create a new document.
2. Type the paragraphs on your right.

Note: When typing paragraphs, you don't need to press the Enter key after each sentence unless you start with a new paragraph.

3. Save the activity as **All About Word Processing**.

Preview:



Directions:

1. Launch Excel and create a new workbook.
2. Type and follow the format of the preview in your right. Just ignore advance formatting.
3. Fill in at least two (2) days of your lesson plan.
4. Save the activity workbook as **Easy Excel**.

Preview:

