Chapter 2 Working with Office Files

Lab. 11 Earth Savers

Directions:

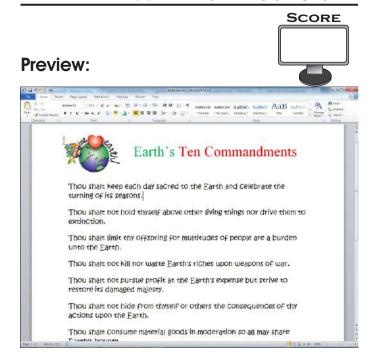
- 1. Launch Word and open the **Earth Savers** activity document file.
- Add the following commandments on top, after the fourth and before the last commandment of the current document.

Thou shalt love and honor the Earth for it blesses thy life and governs thy survival.

Thou shalt give thanks for thy food to the creatures and plants that nourish thee.

Thou shalt not steal from future generations by impoverishing or poisoning the Earth.

3. Save the activity with a new filename as **Earth Savers Commandments**.



Chapter 2 Working with Office Files

Lab. 12 Acts of Nature

SCORE

Directions:

- Launch Word and open the Acts of Nature activity document file.
- Describe the pictures in the current document and compose at least one-paragraph article that best fits the topic and pictures.
- Save the activity workbook as Acts of Man.

Preview: | And State | Naph Light | Market | Ma