

Chapter 2 Working with Office Files

Lab. 17 Proof Read

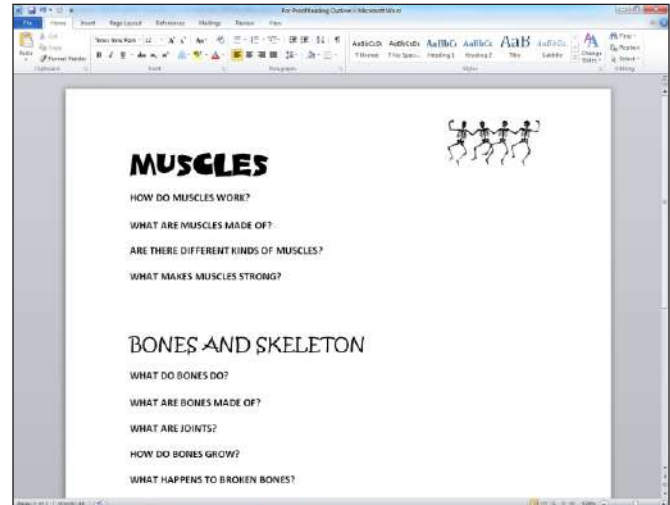
SCORE



Directions:

1. Launch Word and open the **For Proofreading** activity document file.
2. Arrange the paragraphs according to the sequence summary on your right. Use the cut, copy, paste and mouse manipulation to arrange the document.
3. Be sure not to mix up the pictures to its paragraph.
4. Save the activity document with a new filename as **Proofreading Done**.

Preview:



Chapter 2 Working with Office Files

Lab. 18 Payroll

SCORE



Directions:

1. Launch Excel and open the activity workbook file **Payroll**.
2. Complete the payroll by copying and pasting the formula of the blank columns. Use the copy and paste methods to do the task.
3. Save the activity document with a new filename as **Payroll Computed**.

Preview:

| Employee Name | Department | Rate per Day | No. of Days Worked | Grossing | Cardrino | Can Advance | Profitshare | SSN | Pay-Ing | Tax | Total Ded | Net Pay |
|----------------------|----------------|--------------|--------------------|----------|----------|-------------|-------------|--------|----------|--------|-----------|----------|
| 8. Andri, Iskandar | Printing Press | 800 | 12 | 9,600.00 | 1 | 500.00 | 500.00 | 250.00 | 1,000.00 | 500.00 | 1,000.00 | 9,600.00 |
| 9. Daffa, Ramadani | Accounting | 800 | 12 | 9,600.00 | 1 | 500.00 | 500.00 | 250.00 | 1,000.00 | 500.00 | 1,000.00 | 9,600.00 |
| 10. Shadli, Gendri | Technical | 800 | 12 | 9,600.00 | 1 | 500.00 | 500.00 | 250.00 | 1,000.00 | 500.00 | 1,000.00 | 9,600.00 |
| 11. Gendri, Prasetya | Accounting | 800 | 12 | 9,600.00 | 1 | 500.00 | 500.00 | 250.00 | 1,000.00 | 500.00 | 1,000.00 | 9,600.00 |
| 12. Orens, Rudi | Printing Press | 800 | 12 | 9,600.00 | 1 | 500.00 | 500.00 | 250.00 | 1,000.00 | 500.00 | 1,000.00 | 9,600.00 |
| 13. Orens, Rudi | Printing Press | 800 | 12 | 9,600.00 | 1 | 500.00 | 500.00 | 250.00 | 1,000.00 | 500.00 | 1,000.00 | 9,600.00 |
| 14. Gendri, Prasetya | Accounting | 800 | 12 | 9,600.00 | 1 | 500.00 | 500.00 | 250.00 | 1,000.00 | 500.00 | 1,000.00 | 9,600.00 |
| 15. Tappin, Alina | Marketing | 800 | 12 | 9,600.00 | 1 | 500.00 | 500.00 | 250.00 | 1,000.00 | 500.00 | 1,000.00 | 9,600.00 |
| 16. Vendi, Eddy | Marketing | 800 | 12 | 9,600.00 | 1 | 500.00 | 500.00 | 250.00 | 1,000.00 | 500.00 | 1,000.00 | 9,600.00 |
| 17. Shadli, Gendri | Technical | 800 | 12 | 9,600.00 | 1 | 500.00 | 500.00 | 250.00 | 1,000.00 | 500.00 | 1,000.00 | 9,600.00 |
| 18. Tappin, Alina | Marketing | 800 | 12 | 9,600.00 | 1 | 500.00 | 500.00 | 250.00 | 1,000.00 | 500.00 | 1,000.00 | 9,600.00 |
| 19. Tappin, Alina | Marketing | 800 | 12 | 9,600.00 | 1 | 500.00 | 500.00 | 250.00 | 1,000.00 | 500.00 | 1,000.00 | 9,600.00 |
| 20. Tappin, Alina | Marketing | 800 | 12 | 9,600.00 | 1 | 500.00 | 500.00 | 250.00 | 1,000.00 | 500.00 | 1,000.00 | 9,600.00 |