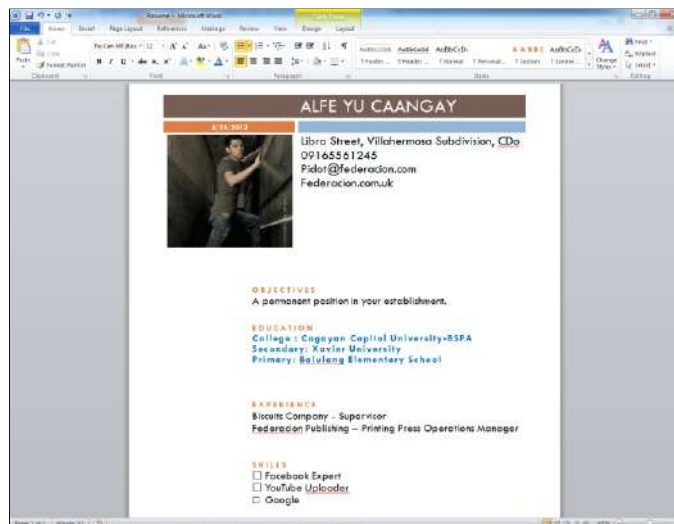


Directions:

1. Launch Word and create a new document from a template.
2. Click **File>>New>>Sample Templates**.
3. Look for the **Median Resume** template and click it then click the **Create** button to load it to the work area.
4. Fill in the fields to make your own resume.
5. Save the activity document with a new filename as **Resume**.

Preview:

SCORE



Directions:

1. Launch Excel and create a new workbook from a template.
2. Click **File>>New>>Sample Templates**. Choose **Billing Statement**.
3. Fill in the fields with your own data.
4. Save the activity workbook with a new filename as **Billing**.

Preview:

SCORE

