

## Office Technology and Management Teacher Information Sheet



**These project LAPS are only to be used in conjunction with the Office Technology and Management course, which at this time, does not have a textbook chosen for the new adoption. We feel the average student should have a good background in computer skills that involve Word Processing in order to be successful with these projects. The teacher should always be aware of what will be required by the student to complete each LAP. The projects that have been chosen are ones we felt the students could do with minimal individual assistance for a lab setting. Teacher's who so desire should feel free to assign any of the other projects they feel will benefit their students. All times for projects were estimated – please be flexible in your requirements.**

### **Suggestions:**

1. Have the solutions duplicated and available for student use.
2. Project 2-4, the teacher's key for this project is on pages 31-33 of the key.
3. Consider using the new Office 2000 textbook – Enhanced Edition -- as an aide in helping the students to understand some of the skills needed to complete their assignments.
4. Encourage your students to use the HELP command before you help them.
5. You might go over the Reference Guide pages with your student(s) before they start these LAPS.
6. For project 2-1 you could have the students print out using a color printer, if available.
7. If you have more than two students doing the LAPS, we suggest you do a short unit on Tables and Columns to help them get started – it will save a lot of questions.
8. Review using the Table of Contents and Automatic Numbering commands before Project 2-7.