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## Digital Literacy II: Office Productivity

### *Experiment Log Sheet*

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#### UNIT 1: FILE MANAGEMENT

- File Explorer Fundamentals \_\_\_\_\_
- Backup and Recover Files \_\_\_\_\_

#### UNIT 2: WORD PROCESSING

- Word Fundamentals \_\_\_\_\_
- Page Layout and Printing \_\_\_\_\_

#### UNIT 3: SPREADSHEETS

- Excel Fundamentals \_\_\_\_\_
- Formulas and Functions \_\_\_\_\_
- Page Layout and Printing \_\_\_\_\_

#### UNIT 4: SLIDESHOW PRESENTATIONS

- PowerPoint Fundamentals \_\_\_\_\_
- Presenting a slideshow \_\_\_\_\_

#### UNIT 5: DATABASES

- Access Fundamentals \_\_\_\_\_
- Queries and Reports \_\_\_\_\_





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