

# **THE OFFICE: PROCEDURES AND TECHNOLOGY**

Version 1.0\Copyright: 1999  
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### **ISBN\Stock Number(s)**

KF35CA/0-538-66736-2	Text
KF35CD/0-538-66737-0	Student Activities and Projects
KF35CH881/0-538-66743-5	Presentation Software - 8 diskettes
KF35CH882/0-538-68259-0	Windows Template Diskette Set of 2 Disk 1: Microsoft Word 6.0 or higher; Excel 5.0 or higher Disk 2: Corel WordPerfect 6.1 or higher, Corel Quattro Pro 6.0 or higher
KF35CH71/0-538-66742-7	Macintosh Template Diskette - 1 disk
KF35CH88T/0-538-68260-4	MicroExam Testing Software
KF35CW/0-538-66739-7	Annotated Teacher's Edition
KF35CX/0-538-66740-0	Teacher's Resource Guide
KF35CA8S/0-538-68080-6	Sample Package

### **Hardware/Software Requirements**

The templates offer three formats:

1. Microsoft Word 6.0 or higher, Excel 6.0
2. Corel WordPerfect 6.0 or higher, Corel Quattro Pro 6.0
3. Claris Works 4.0 or higher, Microsoft Works 4.0 or higher

### **Most Frequently Asked Questions**

The list of questions below are the most frequently asked questions for *The Office: Procedures and Technology*. If your question is not listed, please contact Technical Support.

1. **How may the template be used with Corel WordPerfect 8.0?**
2. **Is PowerPoint 7.0 required?**
3. **Is Microsoft Access required?**
4. **May Quattro Pro 6.0 be used?**

## 5. **Where is the Handbook File?**

### **FAQs**

#### 1. **How may the template be used with Corel WordPerfect 8.0?**

If the template is used with Corel WordPerfect 8.0, the text is usually displayed as a table that is fine as the file is usually a table. In the few cases where the text is a letter, each paragraph of the letter has a border that is a dark-lined box. The box border prints out on the printouts. There is no reveal code that eliminates the boxes.

#### 2. **Is PowerPoint 7.0 required?**

The user does not have to have Presentation Software to run THE OFFICE: PROCEDURES AND TECHNOLOGY. PowerPoint 7.0 viewer (ppview32) installs to the hard drive during installation of the presentation disks. These slides can also be opened in PowerPoint 97 or Corel Presentation 8, where changes can be made, if needed.

#### 3. **Is Microsoft Access required?**

No. There was some information sent about the product that mentioned Access could be used with this product. This is not so as there are no Microsoft Access files on the disk.

#### 4. **May Quattro Pro 6.0 be used?**

Yes. All of the template files open fine with Quattro Pro 6.0 except EXPENSE.WB2 which when open does not display the graphic Maple.tif. All it shows is the rectangle box that is supposed to contain the graphic. If the user double clicks on the box, it will show the graphic enlarged with the maple inside. The user cannot see the maple graphic on the screen with the rest of the spreadsheet information. However, this does show fine in Excel.

#### 5. **Where is the Handbook File?**

On page 176 in the Teacher's Resource guide the direction is given to use the template disk file called "Handbook" to see excerpts from the Bureau of Labor Statistics. There is no file with this name; the file name is OOH.

The report can be found on the Department of Labor web site, Occupational Outlook Handbook. The report can also be found in the Office Procedures and Technology Student Activities and Projects, pages 110-120.