

# APPS2

## Final Exam

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Per. \_\_\_\_\_

Points: \_\_\_\_\_ / 100

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The APPS2 Final consists of three parts:

Essay \_\_\_\_\_ / 20

Production Work \_\_\_\_\_ / 80

Total \_\_\_\_\_ / 100

Complete **three** of the four attached projects. Make sure your name is on each document. Print each, staple with this cover sheet on top and hand into the instructor.

### WORD

**PRINT and Staple in this order:**

1. Data Source
2. Letter *with* data field names
3. One sample *with* merged data
4. Labels

### PUBLISHER

**PRINT and Staple in this order:**

1. Oil Marketing Seminar Brochure (Printed front/back on one page)

### EXCEL

**PRINT and Staple in this order:**

1. Worksheet
2. Worksheet w/ Formulas
3. Expenses Chart

### ACCESS

**PRINT and Staple in this order:**

1. Jobs Table
2. Customer Table
3. Job Summary Report