Task Title: Locate a Recently Used Document

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description:

Locate a recently used document on a computer.

Main Competency/Task Group/Level Indicator:

- Use Digital Technology/D.2

Materials Required:

- Computer with Microsoft Word and Microsoft Excel

Learner Information

Every day in workplaces documents are created and stored on computers. These same documents quite often have to be located in order to make changes, email or print. Finding recent documents is done differently than doing a file search.

Work Sheet

Task 1: List the names of the five most recently used documents in Microsoft Word.

Answer:

Task 2: List the names of the two most recently used spreadsheets in Excel.

Answer: