

Attachment: <Create your document>

Number of methodological Tool	EUPANEXT_LO_111_M_001_Att_1
Work Area Code and Title	Work Area 9: ICT SKILLS
Unit Code and Title	Unit 4.8: USING WORD PROCESSING SOFTWARE TO PRODUCE NON-ROUTINE HIGH QUALITY AND ATTRACTIVE DOCUMENTS

Below you will be provided with text and you will be asked to create various elements in a new word document. You are allowed to copy and paste

1. Create a table of contents by using “styles”

These are the contents :

1.0. Aims and Objectives 1.1. Introduction 1.2. Meaning of Accounting 1.3. Accounting and Book Keeping 1.4. Need for Accounting 1.5. Definition 1.6. Origin of Accounting 1.7. Development in Accounting 1.8. Steps in Accounting 1.9. Objectives of Accounting 1.10. Functions of Accounting 1.11. Classifications of Accounting 1.12. Methods of Accounting 1.13. Types of Accounting 1.14. Groups Interested in Accounting 1.15. Let Us Sum Up 1.16. Lesson End Activities 1.17. Model Answers to check your progress 1.18. References

2. Insert a smart art shape of your choice for a process that will include the following text:

Step 1: Setting the goal

Step 2: Background research

Step 3: Strategy

Step 4: Implementation

Step 5: Assessment

3. Insert a list of figures, including the smart art object you have created (insert a caption first)

4. Create a list of bibliography including this entry:

Attachment: < EUPANEXT_LO_111_M_001_Att_1>, <Create your document>

Page | 1

Advanced Accounting – S.N. Mageswari – Vikas Publishers 1991, New York

5. Evaluate the result

