

Chapter 8 Supplemental Activity

Dictate a Report

Complete Lesson 65 before you complete this activity.

1. Do research for a report related to a topic you are studying in another class or a topic assigned by your teacher.
2. Voice-type the report. Correct all errors in the document.
3. Format the report using voice commands along with the mouse and keyboard. The report format should be similar to Figure 8.25 in the textbook.
4. Using voice commands along with the mouse and keyboard, save the document using an appropriate name. Print the report.