Homework #2

Due Date: Thursday, Jan. 22, 2009, 10:01AM

Read the remainder of *Computing Essentials 2008*
   • I plan to cover the entire textbook, in order.
   • Reading all this will require several weeks.
   • Begin now and keep up; don't wait to do the reading.
   • Try to read each chapter <u>before</u> we discuss it in class.

Do the <u>Multiple Choice</u> exercises after each chapter. Do <u>not</u> hand them in.

Do the <u>Matching</u> exercises after each chapter. Do <u>not</u> hand them in.

☐ Take the online quiz for chapter 3 and e-mail the results to me.
☐ Take the online quiz for chapter 4 and e-mail the results to me.
   • Follow the same procedure as before.
   • Do not submit more than once!

☐ Read from *Office 2007*, Chapter WD2
☐ The WD2 chapter involves a lengthy exercise (pages WD2.1-WD2.69).
   • Follow all the steps, print it out, and hand it in.
   • This assignment requires some files, which can be accessed
      from the class website. Click the **Office_2007_Files** link.
   • The following files are available in two forms. Use the versions
      with extension **.docx** for Word 2007 or 2008. Use the versions
      with extension **.doc** for older versions.
      `wd02_Flyer2.doc`
      `wd02_Flyer2.docx`
      `wd02_Tour Letter.doc`
      `wd02_Tour Letter.docx`
   • If you are not using Word 2007 or 2008 you may run into a problem or
      two following their step-by-step instructions. Adapt and do the best
      you can. Some of the tasks will be possible but will require different
      procedures. Please complete as many of the tasks as you can.

     • If you are unable to complete any of the steps, please make a clear note
       of which step(s) that were a problem.

☐ Please write your name clearly on the first page.
☐ Please <u>staple</u> all pages together. Do not use paper clips or folded corners.