

Homework #4

Due Date: Thursday, Feb. 5, 2009, 10:01AM

Continue reading *Computing Essentials 2008*

- Take the online quiz for chapter 7 and e-mail the results to me.
- Read chapter EX1 from *Office 2007*.
- The EX1 chapter involves a lengthy exercise (pages EX1.1-EX1.82).
 - Follow all the steps, print it out, and hand it in.
Note: there are two pages printed (see pages EX1.79 and EX1.81).
 - This assignment requires some files, which can be accessed from the class website. Click the **Office_2007_Files** link.
 - 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 steps were a problem.
 - Make sure your name prints out.
 - Please staple all pages together. Do not use paper clips or folded corners.