

Email all assignments to me at [susansn@westofwindsor.com](mailto:susansn@westofwindsor.com)

## Week 1 Word Assignments – Lessons 1-2-3

**(Note: These assignments can be completed during class time while the lesson is being taught.)**

### **Lesson 1: Introducing Word**

1. Read the lesson
2. Make sure you understand all the new features of Word 2007

### **Lesson 2: Manipulating Text**

1. Read the lesson.
2. Complete the Learn the Skill that begins on page 55. Save as *Letter to Adam Tracey [yourName].docx*, and second document is saved as *Proposal for Adam Tracey [yourName].docx*. Email both to me.
3. Complete the Practice the Skill that begins on page 56. Save as *Newsletter [yourName].docx*. Email to me.

### **Lesson 3: Formatting Content**

1. Read from page 62 to the top of page 79. Ignore *Setting Indents on the Ruler*.
2. Make sure you know what character spacing is – this is on the MS exam
3. Make sure you know what line spacing is – this is on the MS exam
4. Make sure you know what paragraph spacing is – this is on the MS exam
5. Complete the Learn the Skill on page 76. Save as *AR Investment Notice [yourName].docx*. Email to me.
6. Make sure you know what alignment is
7. Skip pages 79 to top of page 82 – never touch the indent markers on the ruler!
8. Read from page 82 to end of lesson
9. Complete the Practice the Skill on page 84-85. Save as *Life's Medicine [yourName].docx*. Email to me.
10. Complete the Practice the Skill on page 92. Save as *To Do List [yourName].docx*. Email to me.
11. Complete the Practice the Skill on page 99. Save as *Giving a Presentation [yourName].docx*. Email to me.

Word Test #1 can be completed as soon as you are able to attend class to write it.  
**Please know that all tests should be done in class**