

Email me at susansn@westofwindsor.com

Week 2 Word Assignments – Lessons 5-6-7

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

Lesson 4: Working with Tabs

1. Read the lesson
2. Since tabs are not on the Microsoft exam, we will only discuss them if one of the students requests it.

Lesson 5: Formatting Documents

1. Read the lesson.
2. Complete the Learn the Skill that begins on the bottom of page 127 – saved as *Contact List (studentName)*. Email me.
3. Make sure you know about margins.
4. Make sure you understand page breaks (they are on the exam!) – complete the Practice the Skill on page 135 if you need the practice but do not email to me.
5. Complete the Practice the Skill that begins on page 139 – saved as *Payroll Procedure (studentName)*. (Don't worry if you have 2 pages to this document). Email me.
6. Make sure you understand section breaks – both continuous and next page. Complete the Learn the Skill on pages 141-143. Save as *Office 2007 Training [yourName].docx*. Email to me.
7. Make sure you understand headers and footers. If you need help with them, please come to class and I will be more than happy to help you.

Lesson 6: Getting Ready to Print

1. Read the lesson
2. Make sure you understand the AutoCorrect Options, Spelling & Grammar, and how to use the Thesaurus. I cannot mark this in homework. On MS exam.
3. Make sure you understand Find and Replace – I cannot mark this in homework. On MS exam.
4. Creating envelopes on page 186. Complete the Learn the Skill that begins on page 187 – save as *Investment Advisor (yourName)*. Email to me.

5. Creating labels. Complete the Learn the Skill that begins on page 191 – save as **Labels for Jane Martinez (yourName)**. **Email to me**.

Lesson 7: Using Publishing Tools

1. Read the lesson
2. Make sure you understand about Styles – complete the Learn the Skill that begins on page 201 – save as **Antonio's Menu [yourName].docx**. **Email me**.
3. Create the document in the Practice the Skill that begins on page 202 – save as **HR Newsletter Vol3 [yourName].docx**. This exercise continues on page 208 to 211. Save this file! The book asks you to close the document without saving – I want you to save it and **email to me**.
4. Complete the Apply the Skills on page A21 at the back of the book in Appendix B. Save as **Productivity Tools [yourName].docx** and **email it to me**. This is a great exercise that lets you do a variety of tasks in one document.
5. As a culmination of page 223 (Watermarks, Page Colour, and Borders) to page 230, I want you to open a file called Rebuilding a System and save it as **Rebuilding a System [yourName].docx**. Then I want you to apply a watermark, a page colour, and some kind of page border to the one document (instead of creating 3 different documents). **Email this to me**.

Word Test #2 can be written when you feel ready