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Week 3 Word Assignments – Lessons 8-9-10

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

Lesson 8: Working with Illustrations

1. Read the lesson.
2. Make sure you know how to insert a picture and clipart. On MS exam.
3. Complete the Practice the Skill that starts on page 258 – save as ***Kitchen Toys [yourName].docx***. This exercise continues on page 265, then again on page 267. **Email the completed document to me.**
4. Know how to use shapes and how to insert text into a shape.

Lesson 9: Working with Text and SmartArt

1. Read the lesson
2. Complete the Learn the Skill that begins on page 291 – save as ***ABC Realty Quarterly Report with Text [yourName].docx***. Make sure you understand what a pull quote is and what a regular text box is. **Email to me.**
3. **Do not do Linking Text Boxes on pages 293 to middle page 296.**
4. Complete the Apply Your Skills on page A27 in Appendix B (at the back of the book). Save as ***Desert Springs Flyer [yourName].docx***. This is great practice! **Email to me.**
5. SmartArt – complete the Learn the Skill that begins on page 302 – save as ***ABC Realty Organization Chart [yourName].docx***. **Email to me.**

Lesson 10: Using Tables

1. Read the lesson
2. Create the document in the Learn the Skill that begins on page 312 – save as ***Team Rosters [yourName].docx***. This exercise continues on to pages 318-319, then again on page 320, then on pages 321-322, then on page 324, then on pages 329-330, then on page 336, and then concludes on pages 337-339. After it's done, **email to me.**
3. Complete the Practice the Skill on page 341 – save as ***Customer Survey [yourName].docx***. This exercise continues on page 346. **Email to me.**
4. Complete the Learn the Skill that begins on page 349 – save as ***Employee Salary Calculations [yourName].docx***. **Email to me.**

5. Complete the Practice the Skill on pages 352-353 – save as *Hours for [yourName].docx*, instead of using the name Janice Robertson. Change the name Janice Robertson to your name. **Email to me.**

Word Test #3 can be written when you feel ready