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## Week 5 Word Assignments – Lessons 15-16

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

### **Lesson 15: Sharing Documents**

1. Read the lesson.
2. Comments – complete the Learn the Skill on pages 458-459 – save as *Reorganization Plans (Draft) [yourName].docx*. Email to me.
3. Track Changes – complete the Learn the Skill that begins on page 460 – save as *ABC Realty Quarterly Report (Revised) [yourName].docx*. Email to me.
4. Complete all the Learn the Skills and Practice the Skills in the lesson (up until page 466). These will help prepare you for the Microsoft exam. I cannot mark these documents as they are specific to the local computer.
5. Comparing Documents – complete the Learn the Skill on pages 467-468 – save as *Corporate Publishing Compared [yourName].docx*. Email to me.
6. Combining Documents – complete the Learn the Skill on page 469. Save this file! Save it as *Corporate Publishing Combined [yourName].docx*. Email to me.
7. Know how to Mark a Document as Final.
8. Know how to use the Document Inspector.
9. Restricting Access to the Document – complete the Learn the Skill that begins on page 479 – save as *Reorganization Plans (Rev1) [yourName].docx*. Email to me.
10. You may complete the exercises on Digital Signatures but do not email them to me.

### **Lesson 16: Working with References**

1. Read the lesson.
2. The APA and the MLA Documentation Styles are the two most popular ones.
3. Complete the Learn the Skill on pages 488-489. Do not email to me.
4. Working with Captions – complete the Learn the Skill that begins on page 491 – save as *ABC Realty Quarterly Report (draft2) [yourName].docx*. This exercise continues on pages 494-495. Email to me.
5. **DO NOT** do Inserting a Bibliography.
6. Bookmarks – complete the Learn the Skill on page 500 – save as *Getting Started with Computers [yourName].docx*. This exercise continues on page 501. Email to me.
7. **DO NOT** read about Cross-references from pages 502-515.

8. Creating a Table of Contents – complete the Learn the Skill on page 518 – re-save this document as *Getting Started with Computers (TOC) [yourName].docx*. This exercise continues on page 520. [Email to me](#).

**FINAL EXAM will be announced.**  
**Please note: Your Word Final Exam is extremely**  
**similar to the Microsoft exam.**  
**Only tasks that will be on the Microsoft exam**  
**will be on your Final Exam.**