# Assignment Sheet for Exploring Office® 2019 Common Features

Chapter 1

Instructor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Student Deliverable**  (example: e01b1Tips\_LastFirst) | **Assignment** | **Due Date** | **Total Points** | **Student Score** |
| Study the text and perform the steps for Hands-On Exercise 1 | Hands-On Exercise 1  Getting Started with Office Applications |  |  |  |
| Study the text and perform the steps for Hands-On Exercise 2 | Hands-On Exercise 2  Format Document Content |  |  |  |
| Study the text and perform the steps for Hands-On Exercise 3, turn in cf01h1letter\_LastFirst, cf01h3Flyer\_LastFirst | Hands-On Exercise 3  Modify Document Layout and Properties |  |  |  |
| **End-of-Chapter Assessments** | | | | |
| Complete the Key Terms Matching and Multiple Choice | As directed by your instructor |  |  |  |
| Study the text and complete Practice Exercise 1, turn in cf01p1Design\_LastFirst | Practice Exercise 1  Designing Webpages |  |  |  |
| Study the text and complete Practice Exercise 2, turn in cf01p2Business\_LastFirst | Practice Exercise 2  Upscale Bakery |  |  |  |
| Study the text and complete Mid-Level Exercise 1, turn in cf01m1RefLetter\_LastFirst | Mid-Level Exercise 1  Reference Letter |  |  |  |
| Study the text and complete Mid-Level Exercise 2, turn in cf01m2Tracker\_LastFirst | Mid-Level Exercise 2  Medical Monitoring |  |  |  |
| Study the text and complete Running Case, turn in cf01r1NCCTSMemo\_LastFirst,  cf01r1NCCTSRates\_LastFirst | Running Case  New Castle County Technical Services |  |  |  |
| Study the text and complete Disaster Recovery, turn in cf01d1Resume\_LastFirst | Disaster Recovery  Resume Enhancement |  |  |  |
| Study the text and complete Chapter Capstone Exercise, turn in cf01c1SocialMedia\_LastFirst | Capstone Exercise  Social Media Privacy |  |  |  |