# Assignment Sheet for Exploring Microsoft® Word® 2019

Chapter 3

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  Tables |  |  |  |
| Study the text and perform the steps for Hands-On Exercise 2 | Hands-On Exercise 2  Advanced Table Features |  |  |  |
| Study the text and perform the steps for Hands-On Exercise 3, turn in w03h2Traylor\_LastFirst, w03h3Merged\_LastFirst | Hands-On Exercise 3  Mail Merge |  |  |  |
| **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 w03p1AcademicsMerged\_LastFirst | Practice Exercise 1  Academics |  |  |  |
| Study the text and complete Practice Exercise 2, turn in w03p2LetterMerged\_LastFirst | Practice Exercise 2  Fitness Matters |  |  |  |
| Study the text and complete Mid-Level Exercise 1, turn in w03m1FootballMerged\_LastFirst | Mid-level Exercise 1  Football Statistics |  |  |  |
| Study the text and complete Mid-Level Exercise 2, turn in w03m2FreshMerged\_LastFirst | Mid-level Exercise 2  Fresh |  |  |  |
| Study the text and complete Running Case, turn in w03r1NewCastleMerged\_LastFirst | Running Case  New Castle County Technical Services |  |  |  |
| Study the text and complete Disaster Recovery, turn in w03d1Planner\_LastFirst | Disaster Recovery  Assignment Planner |  |  |  |
| Study the text and complete Chapter Capstone Exercise, turn in w03c1BostonMerged\_LastFirst | Capstone Exercise  Boston Travels |  |  |  |