# Assignment Sheet for Exploring Microsoft® Word® 2019

Chapter 4

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  Research Paper Basics |  |  |  |
| Study the text and perform the steps for Hands-On Exercise 2 | Hands-On Exercise 2  Document Tracking |  |  |  |
| Study the text and perform the steps for Hands-On Exercise 3, turn in w04h1Airlines\_LastFirst  w04h2Entry\_LastFirst.pdf  w04h2WhiteHeron\_LastFirst  w04h3Analysis\_GroupName | Hands-On Exercise 3  Online Document Collaboration |  |  |  |
| **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 w04p1Live\_LastFirst, w04p1Live\_LastFirst.pdf | Practice Exercise 1  Live. Work. Dine. Shop. |  |  |  |
| Study the text and complete Practice Exercise 2, turn in w04p2Law\_LastFirst, w04p2Law\_LastFirst.pdf | Practice Exercise 2  DREAM Act Letter |  |  |  |
| Study the text and complete Mid-Level Exercise 1, turn in w04m1Web\_LastFirst, w04m1Web\_LastFirst.pdf | Mid-level Exercise 1  WWW Web Services Agency |  |  |  |
| Study the text and complete Mid-Level Exercise 2, turn in w04m2StudyAbroad\_LastFirst,  W04m2StudyAbroad\_LastFirst.pdf | Mid-level Exercise 2  Study Abroad |  |  |  |
| Study the text and complete Running Case, turn in w04r1NewCastle\_LastFirst  w04r1NewCastle\_LastFirst.pdf | Running Case  New Castle County Technical Services |  |  |  |
| Study the text and complete Disaster Recovery, turn in w04d1Computers\_LastFirst | Disaster Recovery  Computer History |  |  |  |
| Study the text and complete Chapter Capstone Exercise, turn in w04c1College\_LastFirst  w04c1College\_LastFirst.pdf | Capstone Exercise  Funding a College Education |  |  |  |