# Assignment Sheet for Exploring Microsoft® Word® 2019

Chapter 6

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

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

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

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| **Student Deliverable**  (example: w01b1Tips\_LastFirst) | **Assignment** | **Due Date** | **Total Points** | **Student Score** |
| Study the text and perform the steps for Hands-On Exercise 1 | Hands-On Exercise 1  Automate Document Creation |  |  |  |
| Study the text and perform the steps for Hands-On Exercise 2 | Hands-On Exercise 2  Multiple Documents |  |  |  |
| Study the text and perform the steps for Hands-On Exercise 3, turn in w06h3Master\_LastFirst.zip, containing w06h1ResumeRW\_LastFirst,  w06h1References\_LastFirst,  w06h1ReferencesTemplate\_LastFirst.dotx,  w06h2FinalProposal\_LastFirst,  w06h3Master\_LastFirst,  w06h3MasterTheme\_LastFirst.thmx | Hands-On Exercise 3  Document Themes |  |  |  |
| **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 w06p1EmployeeTemplate\_LastFirst.dotx,  w06p1Employee\_LastFirst | Practice Exercise 1  My Home Town Cable Services |  |  |  |
| Study the text and complete Practice Exercise 2, turn in w06p2Cancer\_LastFirst,  w06p2CancerTheme\_LastFirst.thmx | Practice Exercise 2  Cancer Information |  |  |  |
| Study the text and complete Mid-Level Exercise 1, turn in w06m1TruckCombined\_LastFirst,  w06m1TruckCompare\_LastFirst | Mid-Level Exercise 1  Jeff’s Food Truck in the Park |  |  |  |
| Study the text and complete Mid-Level Exercise 2, turn in 06m2MyMaster\_LastFirst.zip, containing w06m2Employees, w06m2Exceptions,  w06m2MyMaster\_LastFirst,  w06m2MyTemplate\_LastFirst.dotx,  w06m2MyTheme\_LastFirst.thmx | Mid-Level Exercise 2  Custom Themes |  |  |  |
| Study the text and Running Case, turn in w06r1NewCastleCombined\_LastFirst,  w06r1NewCastleCompare\_LastFirst,  w06r1NewCastleTheme\_LastFirst.thmx | Running Case  New Castle County Technical Services |  |  |  |
| Study the text and complete Disaster Recovery, turn in w06d1Bookmarks\_LastFirst | Disaster Recovery  Planned Developments Guide |  |  |  |
| Study the text and complete Chapter Capstone Exercise, turn in w06c1AgendaTemplate\_LastFirst.dotx,  w06c1AgendaTheme\_LastFirst.thmx,  w06c1CombinedAgenda\_LastFirst,  w06c1YearlyMinutes\_LastFirst | Capstone Exercise  Information Technologist Professionals |  |  |  |