# Assignment Sheet for Exploring Microsoft® Word® 2019

Chapter 7

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  Forms |  |  |  |
| Study the text and perform the steps for Hands-On Exercise 2 | Hands-On Exercise 2  Macros |  |  |  |
| Study the text and perform the steps for Hands-On Exercise 3, turn in w07h2Invoice\_LastFirst.docm  w07h3Tulip\_LastFirst | Hands-On Exercise 3  Document Protection and Authentication |  |  |  |
| **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 w07p1Dinner\_LastFirst.docm | Practice Exercise 1  Dinner to Go |  |  |  |
| Study the text and complete Practice Exercise 2, turn in w07p2Service\_LastFirst.docm | Practice Exercise 2  Dinner to Go Service Plan |  |  |  |
| Study the text and complete Mid-Level Exercise 1, turn in w07m1Appraisal\_LastFirst | Mid-Level Exercise 1  Real Estate Appraisal |  |  |  |
| Study the text and complete Mid-Level Exercise 2, turn in w07m2Assignments\_LastFirst.docm | Mid-Level Exercise 2  Game Assignments |  |  |  |
| Study the text and complete Running Case,  turn in w07r1NewCastle\_LastFirst.docm | Running Case  New Castle County Technical Services |  |  |  |
| Study the text and complete Disaster Recovery, turn in w07d1Problem\_LastFirst | Disaster Recovery  Purchase Order |  |  |  |
| Study the text and complete Chapter Capstone Exercise, turn in w07c1Pet\_LastFirst.docm | Capstone Exercise  Stay at Home Pet Sitting |  |  |  |