# Assignment Sheet for Exploring Microsoft® Word® 2019

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  Introduction to Word Processing |  |  |  |
| Study the text and perform the steps for Hands-On Exercise 2 | Hands-On Exercise 2  Document Organization |  |  |  |
| Study the text and perform the steps for Hands-On Exercise 3, turn in w01h2Flyer\_LastFirst, w01h3Refuge\_LastFirst, w01h3NewEmployee\_LastFirst | Hands-On Exercise 3  Document Settings 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 w01p1Media\_LastFirst | Practice Exercise 1  River City Media |  |  |  |
| Study the text and complete Practice Exercise 2, turn in w01p2Lake\_LastFirst | Practice Exercise 2  Freshwater Research |  |  |  |
| Study the text and complete Mid-Level Exercise 1, turn in w01m1Water\_LastFirst | Mid-level Exercise 1  Water for Life |  |  |  |
| Study the text and complete Mid-Level Exercise 2, turn in w01m2Backyard\_LastFirst | Mid-level Exercise 2  Backyard Bonanza |  |  |  |
| Study the text and complete Running Case, turn in w01r1NewCastle\_LastFirst | Running Case  New Castle County Technical Services |  |  |  |
| Study the text and complete Disaster Recovery, turn in w01d1Policy\_LastFirst | Disaster Recovery  Logo Policy |  |  |  |
| Study the text and complete Chapter Capstone Exercise, turn in w01c1Space\_LastFirst | Capstone Exercise  Space Camp |  |  |  |