# Assignment Sheet for Exploring Microsoft® Word® 2019

Chapter 5

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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  Desktop Publishing |  |  |  |
| Study the text and perform the steps for Hands-On Exercise 2 | Hands-On Exercise 2  Graphic Objects |  |  |  |
| Study the text and perform the steps for Hands-On Exercise 3, turn in w05h3Greenways\_LastFirst | Hands-On Exercise 3  Document Versatility |  |  |  |
| **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 w05p1Build\_LastFirst | Practice Exercise 1  You Build It |  |  |  |
| Study the text and complete Practice Exercise 2, turn in w05p2Lake\_LastFirst | Practice Exercise 2  Lake Days |  |  |  |
| Study the text and complete Mid-Level Exercise 1, turn in w05m1Books\_LastFirst | Mid-Level Exercise 1  Book Trends |  |  |  |
| Study the text and complete Mid-Level Exercise 2, turn in w05m2Response\_LastFirst | Mid-Level Exercise 2  Disaster Response |  |  |  |
| Study the text and complete Running Case, turn in w05r1NewCastle\_LastFirst | Running Case  New Castle County Technical Services |  |  |  |
| Study the text and complete Disaster Recovery, turn in w05d1Car\_LastFirst | Disaster Recovery  Auto Sales |  |  |  |
| Study the text and complete Chapter Capstone Exercise, turn in w05c1Funding\_LastFirst | Capstone Exercise  Alumni Office Article |  |  |  |