# Assignment Sheet for Exploring Microsoft® Word® 2019

Chapter 8

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  Webpage Creation |  |  |  |
| Study the text and perform the steps for Hands-On Exercise 2, turn in w08h2MathClub\_LastFirst.zip, containing  w08h1ContactUs\_LastFirst\_files subfolder  w08h1Worksheets\_LastFirst\_files subfolder  w08h2Default\_LastFirst\_files subfolder  w08h2Flyer\_LastFirst\_files subfolder  w08h1ContactUs\_LastFirst.htm  w08h1Worksheets\_LastFirst.htm  w08h2Blog\_LastFirst.docx  w08h2Default\_LastFirst.htm  w08h2Flyer\_LastFirst.htm | Hands-On Exercise 2  Webpage Enhancement |  |  |  |
| **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 w08p1Realtor\_LastFirst.zip, containing w08p1Default\_LastFirst\_files subfolder,  w08p1Services\_LastFirst\_files subfolder,  w08p1Default\_LastFirst.htm,  w08p1Services\_LastFirst.htm | Practice Exercise 1  Williamson Realtors |  |  |  |
| Study the text and complete Practice Exercise 2, turn in w08p2ChinaBlog\_LastFirst | Practice Exercise 2  China Blog Post |  |  |  |
| Study the text and complete Mid-Level Exercise 1, turn in w08m1Airline\_LastFirst.mht | Mid-Level Exercise 1  FlyRight Airways Website |  |  |  |
| Study the text and complete Mid-Level Exercise 2, turn in w08m2MyselfBlog\_LastFirst | Mid-Level Exercise 2  Introduce Myself Blog |  |  |  |
| Study the text and complete Running Case, turn in w08r1NewCastle\_LastFirst.zip, containing w08r1Default\_LastFirst\_files subfolder,  w08r1Preserve\_LastFirst\_files subfolder,  w08r1FinalNote\_LastFirst\_files subfolder,  w08r1Default\_LastFirst.htm,  w08r1Preserve\_LastFirst.htm,  w08r1FinalNote\_LastFirst.htm,  w08r1FinalNote\_LastFirst.docx | Running Case  New Castle County Technical Services |  |  |  |
| Study the text and complete Disaster Recovery, turn in w08d1Default\_LastFirst.mht | Disaster Recovery  Modify a Video Clip |  |  |  |
| Study the text and complete Chapter Capstone Exercise, turn in w08hc1Fitness\_LastFirst.zip, containing  w08c1Default\_LastFirst\_files subfolder,  w08c1Activities\_LastFirst\_files subfolder,  w08c1Hours\_LastFirst\_files subfolder,  w08c1Default\_LastFirst.htm,  w08c1Activities\_LastFirst.htm,  w08c1FitnessBlog\_LastFirst.docx,  w08c1Hours\_LastFirst.docx,  w08c1Hours\_LastFirst.htm | Capstone Exercise  Sam’s Gym Website |  |  |  |