Homework #3

Due Date: Thursday, Jan. 29, 2009, 10:01AM

Continue reading *Computing Essentials 2008*

☐ Take the online quiz for chapter 5 and e-mail the results to me.

☐ Take the online quiz for chapter 6 and e-mail the results to me.

☐ Read from *Office 2007*, Chapter WD3

☐ The WD3 chapter involves a lengthy exercise (pages WD3.1-WD3.96).
-   • Follow all the steps, print it out, and hand it in.
-   • This assignment requires some files, which can be accessed from the class website. Click the **Office_2007_Files** link.
-   • The following files are available in two forms. Use the versions with extension **.docx** for Word 2007 or 2008. Use the versions with extension **.doc** for older versions.
    ```
    wd03_Tour Research.doc
    wd03_Tour Research.docx
    ```
-   • If you are not using Word 2007 or 2008 you may run into a problem or two following their step-by-step instructions. Adapt and do the best you can. Some of the tasks will be possible but will require different procedures. Please complete as many of the tasks as you can.
-   • If you are unable to complete any of the steps, please make a clear note of which steps were a problem.
-   • Please write your name clearly on the first page.
-   • Please staple all pages together. Do not use paper clips or folded corners.