

WORD

Using the Text Book Learning Microsoft Office Word 2003

Key each of the following and create a section for them and place them in your Company Portfolio. Attach a cover sheet and hand in the material for each project.

LEVEL – 3	LEVEL – 4
Lesson 10 The Internet Exercises 59 – 64, pp. 308 – 334 Do not Print Exercises 59, 63 and 64	Lesson 14 Integration Exercises 87 – 95, pp. 460 – 510 Hand in all Exercises
Lesson 11 Collaboration Exercises 65 – 70, pp. 336 – 366 Do not Print Exercise 68	Lesson 15 Challenge Exercises Exercises 96 – 101, 103-105, pp. 512 – 542 Hand in all Exercises
Lesson 12 Desktop Publishing Exercises 71 – 77, pp. 368 – 408 Hand in all Exercises	<u>Roses Caption Assignment</u> (learn to use tables to contain pictures w/ a caption) See Instructor for Handout
Lesson 13 Graphics Exercises 78 – 86, pp. 410 – 458 Hand in all Exercises	<u>Technology Research Report (3 pages)</u> See the Instructor for Handout

- **UPON COMPLETION OF LESSONS IN EACH LEVEL – SHOW THE INSTRUCTOR ALL WORK TO GET CREDIT FOR THE LEVEL**

Put a header on each document. Include your name, filename and date. For example:

Paul Sadler
67Judges – 2/3/06

Spell check and proofread all documents. You and only you are responsible for the accuracy of your documents.

Print preview your documents before you send them to the printer.

Print only ONCE!

Three hole punch your documents and put them in your company portfolio.

Save your documents to your Company folder on the H: drive