# Word Processing with MS-Word (2)

## Step 1: Setup up git

Create a git repository for this assignment. You can choose if it should be public or private, but in either case, include a README and a LICENSE file. You will need to have at least 3 commits in this repository (more is better), so make sure to commit changes to your repository to show the development of your work. As you add documents to the repository, update your README to indicate the name and purpose of each file. If you would like to format your README file, the examples on the Wikipedia page for *Markdown* might be useful: `https://en.wikipedia.org/wiki/Markdown#Example`.

## Step 2: Produce a study plan

During the TASC workshop on time management, you were shown how to create a study plan for your semester: Collect all the course outlines for your courses that you are taking this semester and, one-by-one, extract the dates on which you will have assignments, deliverables, exams, and any other important course dates (exact dates or approximate).

Create a MS-Word document with a cover page. On the first page of the body, include the title across the top. Add a section that describes the purpose of this document and lists the courses that you are taking. Add page numbers in the footer.

On a separate page and in landscape mode, insert a table (how many rows and columns will you need?), and distribute your deliverables throughout the semester. Count the week of 24 August as Week 1.

Make sure that your table is easy to read. Don't put too much information in each cell. Explore the different table styles and templates that are available. If you use colors or icons to indicate different courses or the types of deadlines, make sure you provide a legend.

Add a section heading just before your table. Generate a table of contents. It will only have a couple of entries, but that's OK.

Produce a pdf version of your document and commit it to git as well.

## Step 3: Publish your changes and submit your work

Make sure the last version of each file is committed to your local repository, and push all of your commits to the remote repository. Check that changes were sent successfully and take a screenshot showing your online repository.

Add your screenshot to your local repository folder and create a zip file to submit to Lea.