Assignment Page 52 in your book (chapter 1) do the assignment and create a flyer of your own that has the same formatting as play ball on page 65

1. Assignment Run through the whole project, starting on page WD74 – WD 125. Save the file as “Wireless communications paper.doc” and send it to me through the assignment link. Your first and last name must be on all documents as a header.
2. Create your own research paper with at least 3 pages long not including a title page and a works Cited. You pick the subject. Must have a title page and References (Works Cited). Suppress the page number for the title page and make the page number start at 0. Set it through the toolbar when creating the header. There is a page setup button and a format page button on the header/footer toolbar. Save the file as “myresearch.doc” and send it to me through the assignment link.

Assignment

Do the project throughout chapter 3.  Upload the 2 documents to BB.

Assignment

Re-create the Health Bits that's in chapter 6.  It would be the hands on project throughout the chapter. Upload to BB.

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| **Extra Credit** | Do page WD 460.  (chp. 6 - figure 6-94) Make your newsletter look just like the one in the book.  You do not have to use the same font or picture.  This is not an easy assignment! |

Last assignment!  in your book do WD 465 complete the assignment for the modified word document linked to excel worksheet and chart

Pre assessment

Do the following:

1. Go to the internet at [www.whithouse.gov](http://www.whithouse.gov)
2. Print screen the site and paste into word
3. Position the site picture in the left hand corner of the document.(resize & text wrap)
4. Use your cropping tool and cut out the seal of the President of the United States (resize, cut & text wrap).
5. Position the seal in the right hand corner of the document.
6. Do not use the space bar or justification buttons to position picture. Use the text wrapping button on the picture toolbar.

These are the DB questions. They are not due on specific dates. They are all available on day one. It is really hard not to get all the points. You are not required to respond to anyone else.

Please answer the following question for check-in/attendance purpose.

What word processing software are you using on your home computer?  If you do not have a home computer, what word processor are you familiar with?

Has your computer ever locked up/froze?  Is so, why do you think it locked up? How do you avoid these lock ups on our computer?

What are some of the ways print screen can be useful? List at least 3! See print screen lecture in course documents.

What are File extension?   Give me some examples of file extensions and a description!

What is MLA and APA?  What are two differences?  You may have to look up on the internet to find the differences.

Did you know you can create a web page using MS. word?  In fact you can create a web page using almost any type of software.  They have conversion programs that convert everything to ????, this is the language that is used to create web pages.   What is the answer?

Why is the format painter so useful?

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boards total 21 ptsME -flyer own 6 ptsME -flyer rider 7 ptsME -flyer play ball 7 ptsCODY -cover letter resume 20 ptsCODY -assig 5 20 ptsME -research paper copy 10 pts book probably requiredXresearch paper own 10 pts book probably not required, time high, skip maybeME -pre assess book not needed 5 pts ill do itCODY -integrated feature, no idea what it is yet, 20 ptsCODY -xc 15 pts copy newsletter in book, either could do this with the scanned page,