

## Homework Assignments

This is a paperless course. To reduce the amount of wasted paper at Mid-State Technical College, all your assignments will be submitted via Email or the Submitted Assignments folder on the server. **Change any requests in the text to print to SAVE.** Label your submittals clearly with the tutorial number so I know which assignment I am grading.

I recommend that you save your files with your last name before the book assignment name. For example, Gallatin Letter would be save as **Huibregtse Gallatin Letter.docx** for me.

### Tutorial 3

Read and Follow Pages WD 97 – WD 138

Review Tutorial 3 Instructors Notes (web page)

Review Tutorial 3 Book Videos (see Instructor' Notes) (optional)

### Assignments

Review Assignments	Pages WD 139 – WD 140
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Case Problem 1	Pages WD 140 – WD 141
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Case Problem 2	Pages WD 141 – WD 142
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Case Problem 3	Pages WD 142 – WD 143
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<b>Extra Credit:</b> Part 11, format the total value so it does NOT include decimal places.	
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Case Problem 4	Pages WD 144 – WD 145
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Submit:

❖ Class Report	(Review Assignment)
❖ Textiles Report	(Case Problem 1)
❖ WiFi Report	(Case Problem 2)
❖ Potential Clients	(Case Problem 3)
❖ Office Expenses	(Case Problem 3)
❖ Dark Sky Protocol	(Case Problem 4)

### Email format submitting the assignment:

To: Sarah Huibregtse  
From: Please use your MSTC email account  
Subject: Office Intro – Word Tutorial 3  
Attachments: All of the files listed to submit  
Body of email: Your Name

One thing I was surprised to learn during this tutorial was...