# 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 2**

> Read and Follow Pages WD 45 – WD 86
> Review Tutorial 2 Instructors Notes (web page)
> Review Tutorial 2 Book Videos (see Instructor' Notes) (optional)

**Assignments**

| | |
|---|---|
| Review Assignments 1-20 | Pages WD 87 – WD 90 |
| Case Problem 1 | Pages WD 90 |
| Case Problem 2 | Pages WD 91 – WD 92 |
| Case Problem 3 | Pages WD 92 – WD 93 |
| Case Problem 4 (parts 1- 13) | Pages WD 93 – WD 94 |
| **Extra Credit (+3 Points)**  (optional) | |
| Internet Assignments | Page WD 95 |

Submit:

| | |
|---|---|
| ❖ Getting Started | (Review Assignment) |
| ❖ Pemberly Staff | (Review Assignment) |
| ❖ Verve Sample | (Review Assignment) |
| ❖ New Classes | (Case Problem 1) |
| ❖ Gypsy Moth | (Case Problem 2) |
| ❖ Elena Resume | (Case Problem 3) |
| ❖ Alignment Samples | (Case Problem 3) |
| ❖ Flour Form | (Case Problem 4) |
| ❖ Layout (optional, Extra Credit) | (Internet Assignments) |

**Email format submitting the assignment:**

| | |
|---|---|
| To: | Sarah Huibregtse |
| From: | Please use your MSTC email account |
| Subject: | Office Intro – Word Tutorial 2 |
| Body: | Your Name |

Attached you will find [--  please list files you've attached  --] files.

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