

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 Eating Well.docx** for me.

Tutorial 4

Read and Follow Pages WD 147 – WD 188
 Review Tutorial 4 Instructors Notes (web page)
 Review Tutorial 4 Book Videos (see Instructor' Notes) (optional)

Assignments

Review Assignments	Pages WD 189 – WD 190
Case Problem 1, Parts 1-14	Pages WD 190 – WD 191
Case Problem 2	Page WD 192
Case Problem 3	Pages WD 193 – WD 195
<i>Consider printing the back-to-back brochure. You do NOT need to submit the print.</i>	
Extra Credit (2 points) (optional)	
Case Problem 4, Parts 1-9	Page WD 196
Extra Credit (1 point) (optional)	
Case Problem 4, Parts 10-14	Page WD 197

Submit:

❖ Eating Well	(Review Assignments 1-20)
❖ Nutrition Letter	(Review Assignments 21-23)
❖ Merged Nutrition Letters	(Review Assignments 21-23)
❖ Nutrition Blog	(Review Assignments 23-25)
❖ Audio Books	(Case Problem 1, Parts 1-14)
❖ Flannery Newsletter	(Case Problem 2)
❖ Hill Star Brochure	(Case Problem 3)
(Optional – Extra Credit)	
❖ Intern Data	(Case Problem 4, Parts 1-9)
❖ Intern Letter	(Case Problem 4, Parts 1-9)
❖ Merged Intern Letters	(Case Problem 4, Parts 1-9)
❖ Intern Envelopes	(Case Problem 4, Parts 10-15)
❖ Merged Intern Envelopes	(Case Problem 4, Parts 10-15)

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...