# Assignment Sheet for Exploring Microsoft® Word® 2019

Chapter 2

Instructor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Student Deliverable**  (example: e01b1Tips\_LastFirst) | **Assignment** | **Due Date** | **Total Points** | **Student Score** |
| Study the text and perform the steps for Hands-On Exercise 1 | Hands-On Exercise 1  Text and Paragraph Formatting |  |  |  |
| Study the text and perform the steps for Hands-On Exercise 2 | Hands-On Exercise 2  Document Appearance |  |  |  |
| Study the text and perform the steps for Hands-On Exercise 3, turn in w02h3Studio\_LastFirst | Hands-On Exercise 3  Objects |  |  |  |
| **End-of-Chapter Assessments** | | | | |
| Complete the Key Terms Matching and Multiple Choice | As directed by your instructor |  |  |  |
| Study the text and complete Practice Exercise 1, turn in w02p1Campus\_LastFirst | Practice Exercise 1  Campus Safety |  |  |  |
| Study the text and complete Practice Exercise 2, turn in w02p2Drug\_LastFirst | Practice Exercise 2  Drug Abuse |  |  |  |
| Study the text and complete Mid-Level Exercise 1, turn in w02m1Festival\_LastFirst | Mid-level Exercise 1  Mount Vernon Balloon Festival |  |  |  |
| Study the text and complete Mid-Level Exercise 2, turn in w02m2Dentist\_LastFirst | Mid-level Exercise 2  Lockwood Pediatric Dentistry |  |  |  |
| Study the text and complete Running Case, turn in w02r1NewCastle\_LastFirst | Running Case  New Castle County Technical Services |  |  |  |
| Study the text and complete Disaster Recovery, turn in w02d1Auction\_LastFirst | Disaster Recovery  Fundraising Letter |  |  |  |
| Study the text and complete Chapter Capstone Exercise, turn in w02c1SamGym\_LastFirst | Capstone Exercise  Sam’s Gym |  |  |  |