

**Assignment 2**

(Due date: by 2/18/2009, Wednesday, in class)

Your name:	Score:
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**(Important: submit the following in a SINGLE ONE STAPLED document in the SAME ORDER).**

1. Complete the Concepts Review (p. 66-67/Office 2007, Unit C) and provide your answers in the following table:

Question Number	Your Answers (for questions 9 through 19, select <b>only a, b, c,</b> or <b>d</b> for your solution)
1	<i>Office button</i> (solution for 1, as an example)
2	
3	
4	
5	
6	
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14	
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2. Complete the Concepts Review (p. 94-95/Office 2007, Unit D) and provide your answers in the following table:

<b>Question Number</b>	<b>Your Answers (for questions 10 through 20, select <b>only a, b, c,</b> or <b>d</b> for your solution)</b>
1	<i>Home tab</i> (solution for 1, as an example)
2	
3	
4	
5	
6	
7	
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3. Complete the Concepts Review (p. 118-119/Office 2007, Unit E) and provide your answers in the following table:

Question Number	Your Answers (for questions 9 through 18, select <b>only a, b, c,</b> or <b>d</b> for your solution)
1	
2	
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18	

4. Read Unit E/Office 2007, pages 101-117 and do Steps on pages 101-117.

- After having completed the Steps, print out the file and submit it to the instructor **together with** other parts of this assignment.

5. CaseGrader Practices (check the Course Schedule for the Week#3 and Week#4)

- Submit at CaseGrader!

6. Create a table on a page with a title and pictures by following the following instructions (you may use the instructor's example (see next page) for this table assignment).

- 1) Change the page layout of your document to landscape
- 2) Change the line spacing to single and change the paragraph spacing after to 0
- 3) Type your name and class section as shown on the attached handout
- 4) Press the Enter key six times after you type your class section and create the table as shown on the attached handout
- 5) Enter the text and format the table as shown on the handout
- 6) The table title has a font size of Calibri 24 point
- 7) The column headings have a font size of Calibri 14 point
- 8) The text in the body of the table is Calibri 11 point
- 9) The row containing the column headings has a light yellow fill
- 10) The cells in row 1 of the table are merged into one cell
- 11) Center the text in row 1 of the table both horizontally and vertically
- 12) Center the text in row 2 of the table both horizontally and vertically
- 13) Center the times in column 1 of the table
- 14) Left align the text in the remaining cells of the table
- 15) Rows 1 and 2 are taller than the other cells in the table
- 16) The table has a thick red outside border
- 17) The table has a green dashed vertical border
- 18) The table has a blue thin horizontal border
- 19) Center a dance clipart image above the table as shown in the handout
- 20) Add a page border to your document
- 21) Be sure that your document fits on one page
- 22) Print the table and turn it in