Assignment 3
(Due date: by 2/25/2009, Wednesday, in class)

Your name:	Score:

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

1. Complete the **Concepts Review** (p. 142/Office 2007, Unit F) and provide your answers in the following table:

Question Number	Your Answers (for questions 8 through 10, select **only a, b, c,** or **d** for your solution)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

2. Read **Unit F/Office 2007**, pages 125-141 and complete the Steps on pages 125-141.
- After having completed the Steps, print out the file and submit it to the instructor **together with** other parts of this assignment.

3. Internet Research practice:
- Choose a technical keyword that is related with your major or course work (if you would like, you can choose any keyword, such as a new game,…) and enter it to a search engine (such as Google). Find two links whose web pages provide helpful information for you about the topic in question. Write a short paragraph (5 to 20 lines) about this topic/keyword to explain that topic/keyword (including the two links' URLs).
- Choose one of the following keywords and enter it to a search engine (such as Google). Find two links whose web pages provide helpful information for you about the topic in question. Write a short paragraph (5 to 20 lines) about this topic/keyword to explain that topic/keyword (including the two links' URLs).
  - Web bug
  - (computer) virus
  - (computer) worm
  - (computer) Trojans
  - logic bomb

4. Read the following parts of the book **Computer Concepts** for preparation of the quiz next week and the midterm examination (**no submission**).
- Unit A, pages 1-20
- Unit B, pages 24-46
- Unit C, pages 51-74

5. CaseGrader Practices:
- Complete CaseGrader Project#1 (Word Case 5: Grand Mesa Resort.)
- Submit at CaseGrader!