

Assignment 4

(Due date: by 3/4/2009, Wednesday, in class)

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

1. Complete the **Concepts Review** (p. 170-171/Office 2007, Unit G) and provide your answers in the following table:

Question Number	Your Answers (for questions 10 through 20, select only a, b, c, or d for your solution)
1	
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2. Complete the **Concepts Review** (p. 196-197/Office 2007, Unit H) and provide your answers in the following table:

Question Number	Your Answers (for questions 5 through 17, select only a, b, c, d or e for your solution)
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3. Read **Unit G/Office 2007**, pages 151-169 and complete the Steps on pages 151-169.
 - After having completed the Steps, print out the file and submit it to the instructor **together with** other parts of this assignment.

4. Read **Unit H/Office 2007**, pages 179-195 and complete the Steps on pages 179-195.
 - After having completed the Steps, print out the file and submit it to the instructor **together with** other parts of this assignment.

5. Read the following parts of the book **Computer Concepts** for preparation of the quiz next week and the midterm examination (**no submission**).
 - Unit B, pages 24-46
 - Unit C, pages 51-74
 - Unit D, pages 81-105