Assignment 6
(Due date: by 4/1/2009, Wednesday, in class)

Your name:	Score:

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

1. Complete the **Concepts Review** (p. 244-245/Office 2007, Unit J) and provide your answers in the following table:

Question Number	Your Answers (for questions 9 through 20, select **only a, b, c,** or **d** for your solution)
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2. Read **Unit J/Office 2007**, pages 227-243. **Complete and submit** the **Steps** on pages 227-243 (very carefully following the textbook instructions!!).

- After having completed the Steps, print out the file and submit it to the instructor **together with** other parts of this assignment.
- **Send by email the file (as an attachment) to the instructor:**
  - The email **subject** should look like "ITC100-05/A#6_2_Unit_J: submission…."

3. Read Unit F/Computer Concepts, pages 113-138.

- **No submission.**