

**Assignment 7**

(Due date: by 4/8/2009, 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. 268-269/Office 2007, Unit **K**) and provide your answers in the following table:

<b>Question Number</b>	<b>Your Answers (for questions 7 through 18, select <b>only a, b, c,</b> or <b>d</b> for your solution)</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	
<b>7</b>	
<b>8</b>	
<b>9</b>	
<b>10</b>	
<b>11</b>	
<b>12</b>	
<b>13</b>	
<b>14</b>	
<b>15</b>	
<b>16</b>	
<b>17</b>	
<b>18</b>	

2. Read **Unit K/Office 2007**, pages 251-267. **Complete and submit** the **Steps** on pages 251-267 (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#7\_2\_Unit\_K: submission...”
  
3. Complete and submit the Visual Workshop on p. 276.
  - 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#7\_3\_Unit\_K: submission...”
  
4. Read Unit F/Computer Concepts, pages 145-164.
  - **No submission.**