Assignment 8
(Due date: by 4/13/2009, Monday, in class)

Your name:	Score:

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

1. Complete the **Concepts Review** (p. 292-293/Office 2007, Unit **L**) and provide your answers in the following table:

Question Number	Your Answers (for questions 8 through15, select **only a, b, c,** or **d** for your solution)
1	
2	
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2. Read **Unit L/Office 2007**, pages 277-291. **Complete and submit** the **Steps** on pages 277-291 (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#8_2_Unit_L: submission…."

3. Read "Buyer's Guide Worksheets" /Computer Concepts, pages 257-260.
- **No submission.**

4. Access project given in class. Complete and submit by its due date (4/22/Wednesday).