

Assignment 9

(Due date: by 4/24/2009, Friday, 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. 316-317/Office 2007, Unit **M**) and provide your answers in the following table:

Question Number	Your Answers (for questions 10 through 17, select only a, b, c, d, or e for your solution)
1	
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2. Complete the **Concepts Review** (p. 340-341/Office 2007, Unit **N**) and provide your answers in the following table:

Question Number	Your Answers (for questions 10 through 18, select only a, b, c, d, or e for your solution)
1	
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3. Read **Unit M/Office 2007**, pages 299-315. **Complete and submit** the **Steps** on pages 299-315 (very carefully following the textbook instructions!!).

- After having completed the Steps, print out the file (**following the print instruction**) 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#9_3_Unit_M: submission...”

4. Read **Unit N/Office 2007**, pages 323-339. **Complete and submit** the **Steps** on pages 323-339 (very carefully following the textbook instructions!!).

- After having completed the Steps, print out the file (**following the print instruction**) 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#9_4_Unit_N: submission...”

5. Read Unit G (The Web and E-Commerce) /Computer Concepts, pages 171-190.

- **No submission.**

6. Read Unit H (Digital Media) /Computer Concepts, pages 197-222.

- **No submission.**

7. (Reminder: Access project due: 4/22/Wednesday—printout **and** email submission).