Assignment 4

(Due by **the beginning of the class on 10/13**/2010/Wednesday)

Your name:	Score:

Reading and Practices (*no submission required*):
- Read and Practice with the following parts of **Microsoft Office 2007** textbook:
  - Unit A: Starting a Program (pages 6-19)
    - This part shows how to start a program on Windows Vista— different computer systems may have different starting procedures!— Your system might be different!!
  - Unit B: Managing Folders and Files (pages 26-42)
    - This part shows how to manage files on *Windows Vista*—different computer systems may have different starting procedures!—Your system might be different!!
- Read and Practice with the following parts of **Computer Concepts** textbook:
  - Unit C: Computer Software (pages 51-73)

Complete the following exercises and submit your work:
- Microsoft Office Textbook:
  - **Unit C Steps (pages 50-65)**
    - (*Print out your completed file and staple with this question paper*)
  - **Unit D Steps (pages 76-93)**
    - (*Print out your completed file and staple with this question paper*)
    - (You need data file **D-1.docx** for this project. The Data file can be downloaded from the course website or CS department's **R:** drive—will be shown in class)
- SAM Projects:
  - **Illustrated Word Unit A: Independent Challenge 1**
  - (***Important:*** download the ***work*** and ***instruction*** files from SAM and submit your solution to SAM—*READ the instructions CAREFULLY*!!!)
- SAM Exam:
  - **Word Unit D Exam**
  - (Online exam and online submission at SAM—*before taking the exam, do the accompanying Training exercise* **Word Unit D Training** *first*!)