

CGS 1570

Chapter 4: Using Word, Excel, Access, and PowerPoint

Assignment 2

Name: _____ Section (Time/Day): _____

Printouts

Note: Download the files required for the text and store them on your media (preferably a USB drive)

The files required for this assignment are found in the directory *office fundamentals* at <http://www.prenhall.com/exploring>

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|----|---|---|
| 1. | Hands On Exercise 1 (pp. 174-179)
Print the document with your name created in Step 4
Print the Help screen specified in Step 5 | 2 |
| 2. | Hands On Exercise 2 (pp. 190-192)
Print the document | 1 |
| 3. | Hands On Exercise 3 (pp. 210-214)
Print the document created in Step 7 | 1 |
| 4. | Practice Exercise 2 (pp. 220-221)
Print the Phishing document | 1 |
| 5. | Mid Level Exercise 3 (p. 226)
Use your name as requested
Use a fictitious address
Print the letter | 1 |

Staple your printouts in order and attach cover page when submitting the assignment.