

CGS 1570

Chapter 8: Word

Assignment 5

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 *Word Volume 1, 1/e* at <http://www.prenhall.com/exploring>

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|---|---|---|
| 1 | Complete Hands On Exercise 1 (pp. 425-428)
Print the document on p. 428. | 1 |
| 2 | Complete Hands On Exercise 2 (pp. 436-442)
Print the vacation and expense documents after steps 6d and 7c on p. 441. | 2 |
| 3 | Complete Hands On Exercise 3 (pp. 451-455)
Print the document after step 5c on p. 454. | 1 |
| 4 | Complete Midlevel Exercise 1 (p. 465)
Create your own resume with your personal information. Print your resume. | 1 |
| 5 | Complete Midlevel Exercise 2 (p. 466)
Print your employment application | 1 |

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