

CCSI 1200 / ASSC 1000 Assignment #2

Due date: Monday, October, 12th, 2:30pm.

Hand in: This assignment must be submitted electronically, on Dalhousie BLS with the assignment dropbox (**not by BLS email!**), and not as hard copy in class. You must submit the Office files, not PDFs.

Notes:

- Read the Dalhousie Policy on Plagiarism.
- All course assessments including labs, assignments and exercises must be handed in on time by the specified due date. Work handed in late will not be considered and will be graded zero.
- All grades for all assessments are final and not subject to negotiation. Changes to grades will only be made when an error has been made in the addition of marks.
- Answers will be graded on quality and completeness.
- If you're comfortable doing this without help from the TA, you may do it on your own. In that case, you do not need to attend a lab session, your work will be verified based on your submitted document. But, you will not be given any additional help if you do not attend your lab!

Weighting in Course = 8%

For the following questions you can find the required source materials (text, images, etc) on the course webpage or in the Student Resource CD that comes with *GO! with Microsoft Office 2007 Introductory (3rd Edition)*. A copy of the book will be available for short term loan at the library circulation desk.

Part I: [20 marks] In this part, you are to complete Project 5G – Fax Cover as described in *GO! with Microsoft Office 2007 Introductory (3rd Edition)*. In this project you will:

1. Create and Save a New Document
2. Edit Text
3. Select, Delete, and Format Text
4. Print a Document
5. Navigate the Word Window
6. Add a Graphic to a Document
7. Use the Spelling and Grammar Checker
8. Preview and Print Documents, Close a Document, and Close Word

Part II: [23 marks] In this part, you are to complete Project 6D – Copyright Law as described in *GO! with Microsoft Office 2007 Introductory (3rd Edition)*. In this project you will:

1. Insert and Format Headers and Footers
2. Insert Frequently Used Text
3. Insert and Format References

Part III: [22 marks] In this part, you are to complete Project 7G – Student Days as described in *GO! with Microsoft Office 2007 Introductory (3rd Edition)*. In this project you will:

1. Insert and Format Graphics
2. Set Tab Stops
3. Insert and Modify Text Boxes and Shapes
4. Create a Table
5. Format a Table

Part IV: [20 marks] In this part, you are to complete Project 8D – Lawn Care as described in *GO! with Microsoft Office 2007 Introductory (3rd Edition)*. In this project you will:

1. Insert Hyperlinks
2. Insert a SmartArt Graphic
3. Preview and Save a Document as a Web Page