

<u>Date Assigned</u>	<u>Assignment</u>	<u>Printouts</u>	<u>Due Date</u>
Jan. 21 <sup>st</sup>	<ul style="list-style-type: none"> <li>• Introduction to the lab</li> <li>• Purchase lab book and one flash drive</li> <li>• Read COM 1 thru COM 18</li> </ul>		Jan. 26 <sup>th</sup>
Jan. 26 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Introduction to Windows WIN 2 thru WIN 64 (In-class Handout)</li> </ul>	View on Screen	Jan. 26 <sup>th</sup>
Jan. 26 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Project 1 WORD WD 2 thru WD 54 (key in your name somewhere in the flyer)</li> </ul>	Pg WD 54	Feb. 2 <sup>nd</sup>
	<ul style="list-style-type: none"> <li>• ITL #2 OR #3 (WD 69- WD 71) (key in your name somewhere in the flyer)</li> </ul>	Print Flyer	
	<ul style="list-style-type: none"> <li>• C&amp;P #3 or #4 (WD 72) (key in your name somewhere in the flyer)</li> </ul>	Print C&P	
Feb. 2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>• Project 2 WORD WD 74 thru 131 Page WD 84 #1 – type your first and last name; #2 – type “Mrs. McAustin”; #3 – type “CIS 210”; #4 – type current date</li> </ul>	Pg WD 131 Doc Properties Research Paper	Feb. 9 <sup>th</sup>
	<ul style="list-style-type: none"> <li>• ITL #2 WD 140 thru 141 <b>OR</b></li> <li>• a 2 page paper for another class, include a header/footer with a page number, footnote and a works cited page.</li> </ul>	Pg WD 141 Step 6 <b>or</b> your paper	Feb. 11 <sup>th</sup>
Feb. 9 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Project 3 WORD WD 146 thru 202</li> <li>• Using your <b>Group Letterhead</b> enter the content for the cover letter from the textbook starting WD 175</li> </ul>	Pg WD 182	Feb. 11 <sup>th</sup>
	<ul style="list-style-type: none"> <li>• (Create your own resume – will be done in class)</li> </ul>	Print Resume	
	<ul style="list-style-type: none"> <li>• Tabs and Margin Handout</li> </ul>	Print Handout	Feb 18 <sup>th</sup>
Feb. 16 <sup>th</sup>	<b>Holiday no school</b>		
Feb. 18 <sup>th</sup>	TEST #1 Microsoft Word Practical (hands on, open notes open book)		
	<b>Word portion of Group Project</b>		Feb. 18 <sup>th</sup>

Lab Assignments:

- Are to be turned in at the beginning of the class on the assigned due date.
- 70% credit for work turned in up to one week late
- 50% credit for work turned in one week after due date
- **No Word homework will be accepted after Wednesday, February 18<sup>th</sup>**