






Homework #1

- Read Lesson 1 of *Microsoft Office 2010 Digital Classroom*, pages 1-13.
- Follow the directions given in the lesson. If you have difficulty understanding the directions in the text, you can watch the Word 1 video tutorial at the Digital Classroom website – <http://www.digitalclassroombooks.com/epub/office2010/files.html#video>.
-  If you make a mistake, you can always click on the “undo” icon (left curved arrow) just next to the “save” icon at the top left of your tool bar. If you prefer using the keyboard, Ctl+Z will do the same thing. (The “+” means you press them together: hold the “Control” button down, then press the “Z”, then release them both.)
-  Do you like keyboard shortcuts? Look at Step 7 on page 3, where it says to go to Select > Select All. You can also press Ctl+A to select all without using the Ribbon menu.
-  In Step 8, where it says to click Copy, you can also press Ctl+C.
-  In Step 9, where it says to click Paste, you can also press Ctl+V.
- When you open a lesson document, you may get a warning that Word is in a protected mode. Go ahead choose to “enable editing.”
- When you get to Step 6 on page 12, type “password” in the password box.
- Since the answers to the Review Questions are provided on page 13, do not include the answers in your homework; however, read the questions and answer them for yourself, then check your answers just below. If you had trouble with any of the questions, go back and practice that step for review.
- After you have completed the final step on page 12, e-mail your homework assignment (attach **word0101.docx**) to: homework@wanvigs.net no later than Thursday morning at 10:00 am. Put, “Homework #1” and your first name in the subject line of your email.
-  *Keep in mind, the points you earn on this homework assignment will be based on how accurately you have completed steps that I will randomly choose from the lesson, so be sure to do your work thoroughly and accurately!*