



## Homework #2

- Read Lesson 2 of *Microsoft Office 2010 Digital Classroom*, pages 15-27.
- Follow the directions given in the lesson. If you have difficulty understanding the directions in the text, try the Word 2 video tutorial at the Digital Classroom website –  
<http://www.digitalclassroombooks.com/epub/office2010/files.html#video>.
- When you get to Step 2 on page 25, if your search results do not match those in the textbook and you can't find "Add a drawing to a document," type that phrase in the search box.
- Be sure to read the Self Study steps on page 27. If this concept is new to you, follow the procedures given for extra practice.
- Since the answers to the Review Questions are provided on page 27, 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.
- Open *word02extra.docx* (included with the homework emailed). Answer the questions listed in the document. When you have finished your answers, save the document and include it with your homework.
- After you have completed the final step on page 26, e-mail your homework assignment (attach **word 0201.docx**, **word0202.docx**, and **word02extra.docx**) to: [homework@wanvigs.net](mailto:homework@wanvigs.net) no later than 10:00 am next Tuesday. Put "Homework #2" and your first name in the subject line of your email.