



Homework #3

- Read Lesson 3 of *Microsoft Office 2010 Digital Classroom*, pages 29-44.
- Follow the directions given in the lesson. If you have difficulty understanding the directions in the text, try the Word 3 video tutorial at the Digital Classroom website –
<http://www.digitalclassroombooks.com/epub/office2010/files.html#video>.
- Follow the directions to restrict editing as described on pages 40-42, but do not assign a password.
- Be sure to read the Self Study steps on page 43. If this is new to you, use the extra practice but do not send the modified documents with your homework.
- Since the answers to the Review Questions are provided on page 44, 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 42, e-mail your homework assignment (attach **word0301_done.docx**, **word0303.docx**, and **word02extra.docx**) to: homework@wanvigs.net no later than 10:00 am next Tuesday. Put "Homework #3" and your first name in the subject line of your email.