



## Homework #4

- Read Lesson 4 of *Microsoft Office 2010 Digital Classroom*, pages 45-60.
- Follow the directions given in the lesson. If you have difficulty understanding the directions in the text, try the Word 4 video tutorial at the Digital Classroom website – <http://www.digitalclassroombooks.com/epub/office2010/files.html#video>.
-  Pay special attention to the explanation of spacing between paragraphs on page 49. Many people make the mistake described here!
-  For those who prefer keyboard shortcuts, notice on page 54, Step 8 calls for you to use the Decrease Indent icon. Shift+tab will do the same thing.
-  On page 55, Step 1, you are shown how to click the Ruler box under the View tab in order to see/hide the ruler. Note: you can also use the small Tab icon box at the top, right corner of your document to toggle the ruler view on/off. Try it!
- One last thing before you save & close word0403.docx (if it's too late, just open it again). An extra feature not shown in the book that can come in handy is the Tab Leader option. To see how this works, highlight the list just under the Party Invitation List. On the Page Layout section, click the Paragraph Launcher (bottom right corner of the paragraph box). Click the Tabs button (bottom left). Under Leader, choose the #2 option, and choose OK. (You can also get to this menu box by double-clicking on the tab in the ruler.) Save your document again, but then experiment with the tab settings so you are familiar with the options. When you have finished, close the document without saving so that what you send for your homework will be done correctly.
- After you have completed the final step on page 59, e-mail your homework assignment (attach **word0401.docx**, **word0402.docx**, and **word0403.docx**) to: homework@wanvigs.net no later than 10:00 am next Tuesday. Put "Homework #4" and your first name in the subject line.
- Since the answers to the Review Questions are provided on page 60, 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.