



Homework #5

- ❑ Read Lesson 5 of *Microsoft Office 2010 Digital Classroom*, pages 61-82.
- ❑ Follow the directions given in the lesson. If you have difficulty understanding the directions in the text, try the Word 5 video tutorial at the Digital Classroom website – <http://www.digitalclassroombooks.com/epub/office2010/files.html#video>.
- ❑ When you have finished and saved `word0502_done.docx`, before you close the document, use the print preview to see what you have created.
- ❑ When you get to page 80, step 5, “Suspendisse” will already be in the third column. In order to see how the column break works, before you do step 5, delete the extra space prior to the *Titulus Duos* section (it will return to the first column, along with a couple lines of text). Now go on to step 5 and continue as directed.
- ❑ Finally, create a new document entitled **flowchart.docx**. Think of a simple process for which you can design a flowchart. Some ideas: describe how to do a simple process; or give a simple set of diagnostic instructions (for instance, what a parent should do if their child has a fever or how to troubleshoot a particular problem with a car, computer, iPhone, etc.). The process you choose will not affect your grade. Your grade will be based on how well you design and draw your flowchart. Now, create your flowchart in Word, as we did in class. Be sure to use terminators on each end. Include at least three processes and at least one decision. Use connecting arrows between each element. Remember to include answers (e.g. yes/no) by the arrows between a decision and the resulting action. Choose a different fill color and font color for your entire flowchart. Include a title at the top of the page, giving it a stylish look (using at least one “text effect” as we did in class). Be creative, but tasteful!!! Choose colors that look aesthetically pleasing together. In other words, give it a polished, professional look.
- ❑ After you have completed the assignment, e-mail your entire homework assignment (attach **word0501_done.docx**, **word0502_done.docx**, **word0504_done.docx** and **flowchart.docx**) to: `homework@wanvigs.net` no later than 10:00 am next Tuesday. Put “Homework #5” and your first name in the subject line.