COMPUTER APPLICATIONS

Homework #8

- ❑ Read Lesson 8 of *Microsoft Office 2010 Digital Classroom*, pages 119-135.

- ❑ Follow the directions given in the text lesson. If you have difficulty understanding the directions in the text, try the video tutorial at the Digital Classroom website – http://www.digitalclassroombooks.com/epub/office2010/files.html#video.

- ❑ Create a project for which tables are a useful tool (of course, you need to use a table for the project). It can be something we did in class, such as place cards, postcards, or invitations; or, you can think of your own project. Your table should have at least two columns and at least two rows. Add at least one special feature in your cells such as using a tab, inserting clip art, etc. In other words, demonstrate that you are able to work within the cells of the table beyond just typing in text. If the purpose of this project is not obvious (e.g. if I wouldn't necessarily be able to tell for certain what it is), include a brief description of your project on the last page of your document. Give the document the title, "Table_project.docx" and include it with your homework. You do not need to print your project as part of the homework.

- ❑ Create a page of return address labels. Use label #5160. Use your name and return address. It is optional to include special artwork, font effects, etc. You do not need to print them as part of the homework, but you might enjoy making them really attractive and printing them for your own use! Be sure to make the text fit nicely within the size of the labels. Save the document as, "Address_labels.docx" and include it with your homework.

- ❑ After you have completed the assignment, e-mail your entire homework assignment (attach **word0801_done.docx**, **word0803_done.docx, word0805_done.docx, Table_project.docx,** and **Address_labels.docx**) to: homework@wanvigs.net no later than 10:00 am next Tuesday. Put "Homework #8" and your first name in the subject line.