

Computer Concepts - Quarter 1 - Week 5 Assignment

First Name _____

Last _____

10/8/2024

Complete the following

Initial

Read 4.2 Creating Documents and Using the Clipboard

Watch 4.2.1 Text Selection

Watch 4.2.2 The Clipboard

Watch 4.2.3 Document File Formats

Watch 4.2.4 Word Printing Tips

Watch 4.2.5 Text Importing

Read 4.2.6 Document Creation Facts

Do 4.2.7 Skills Lab: Create Documents

Do 4.2.8 Challenge Lab: Create Documents

Read 4.2.9 Document Creation Tips

Do 4.2.10 Applied Lab: Prepare a Business Memo

Do 4.2.11 Applied Lab: Reorganize Class Notes

Read 4.3 Modifying Fonts

Watch 4.3.1 Font Changes

Watch 4.3.2 Font Choices

Read 4.3.3 Font Facts

Do 4.3.4 Skills Lab: Modify Fonts

Do 4.3.5 Challenge Lab: Modify Fonts

Read 4.3.6 Font Tips

Do 4.3.7 Applied Lab: Prepare a Resume

Do 4.3.8 Applied Lab: Format a Math Worksheet

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Bring your assignment sheet with you each week