

Computer Concepts - Quarter 1 - Week 8 Assignment

First Name

Last

10/29/2024

Complete the following

Initial

Read 4.8 Creating and Formatting Tables

Watch 4.8.1 Word Tables

Watch 4.8.2 Table Formatting

Watch 4.8.3 Advanced Table Formatting

Read 4.8.4 Word Table Facts

Do 4.8.5 Skills Lab: Create and Format Tables

Do 4.8.6 Challenge Lab: Create and Format Tables

Read 4.8.7 Word Table Tip

Do 4.8.8 Applied Lab: Format a Calendar

Do 4.8.9 Applied Lab: Format Tables for a Sales Report

Read 4.9 Using Themes, Styles, and Templates

Watch 4.9.1 Word Styles

Watch 4.9.2 Themes and Style Sets

Watch 4.9.3 Word Templates

Read 4.9.4 Word Theme and Style Facts

Do 4.9.5 Skills Lab: Use Themes, Styles, and Templates

Do 4.9.6 Challenge Lab: Use Themes, Styles, and Templates

Read 4.9.7 Word Theme & Style Tips

Do 4.9.8 Applied Lab: Create a Certificate Using a Template

Do 4.9.9 Applied Lab: Format a Newsletter

Instructor Email - sbernard@homelinkyakima.com

Bring your assignment sheet with you each week