

Computer Concepts - Quarter 2 - Week 1 Assignment

First Name _____

Last _____

11/12/2024 _____

Complete the following

Initial

Read	4.10	Managing References	_____
Watch	4.10.1	Citations and References	_____
Watch	4.10.2	Footnotes, Endnotes, and Advanced Citations	_____
Watch	4.10.3	Captions	_____
Watch	4.10.4	Table of Contents	_____
Read	4.10.5	Reference Facts	_____
Do	4.10.6	Skills Lab: Manage References	_____
Do	4.10.7	Challenge Lab: Manage References	_____
Read	4.10.8	Reference Tips	_____
Do	4.10.9	Applied Lab: Manage Essay References	_____
Do	4.10.10	Applied Lab: Add References to Research Report	_____
Read	4.11	Managing Headers, Footers, and Sections	_____
Watch	4.11.1	Headers and Footers	_____
Watch	4.11.2	Header and Footer Options	_____
Watch	4.11.3	Next Page Section Breaks	_____
Watch	4.11.4	Continuous Section Breaks	_____
Read	4.11.5	Word Header, Footer, & Section Facts	_____
Do	4.11.6	Skills Lab: Manage Headers, Footers, and Sections	_____
Do	4.11.7	Challenge Lab: Manage Headers, Footers, and Sections	_____
Read	4.11.8	Word Header, Footer, & Section Tips	_____
Do	4.11.9	Applied Lab: Format a Research Paper with Sections	_____
Do	4.11.10	Applied Lab: Format a Survey Report	_____

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Bring your assignment sheet with you each week