

13.	<p>Copy the following files from F:\Faculty\Trollden\BPC110\DemoFiles to H:\Word: BigRed.doc, SAT Minutes.doc, SpellCheckMe.doc, Tab Stops.doc and Works Cited.doc.</p> <p>If you'll be working off-campus, set up the class data files for the rest of the semester from (<a href="http://www.scottsdalecc.edu/bpc110">www.scottsdalecc.edu/bpc110</a>). The files will be placed in a new folder named C:\BPC110 Data Files.</p>	15
14.	<p>Read/Study/Do <i>Word Unit A: Getting Started with Word 2003</i>, pages 121-137. Make the following <b>changes</b>:</p> <ul style="list-style-type: none"> <li>Page 128, step 10: Rather than pressing the [Delete] key 10 times, double-click <i>marketing</i>, and then press the [Delete] key once!</li> <li>Page 130, step 3: Save in your <i>Word\UnitA</i> folder on your USB Flash drive.</li> <li>Page 136, add new step 5: Launch <i>Windows Explorer</i> and backup your <i>Marketing Memo.doc</i> file by copying it from your USB Flash drive's <i>Word\UnitA</i> folder to the same folder on drive C: or H:.</li> </ul> <p>Answer <i>Concepts Review</i> questions 1-20 on pages 138-139. Type or write out your answers.</p>	30
15.	<p>Login to SAM and do training for <i>Word 2003: Unit A</i>.</p>	25
16.	<p>Read/Study/Do <i>Word Unit B: Editing Documents</i>, pages 145-163. Make the following <b>changes</b>:</p> <ul style="list-style-type: none"> <li>Page 146, step 3: Your BPC110 data files should on your USB Flash drive (or drive C: or H:). Look in the <i>\Word\UnitB</i> folder.</li> <li>Page 154, step 2: If the Office Clipboard Task Pane doesn't open automatically, use Edit   Office Clipboard... to open it.</li> <li>Page 162, add new step 11: Launch <i>Windows Explorer</i> and backup your <i>NY Press Release.doc</i> and <i>NYT Fax</i> files by copying them from your USB Flash drive's <i>Word\UnitB</i> folder to the same folder on drive C: or H:.</li> </ul> <p>Answer <i>Concepts Review</i> questions 1-20 on pages 164-165. Type or write out your answers.</p>	45
17.	<p>Login to SAM and do training for <i>Word 2003: Unit B</i>.</p>	30
18.	<p>Do <i>Skills Review</i> steps 1-8 on pages 165-166. Make the following <b>changes</b>:</p> <ul style="list-style-type: none"> <li>Add new step 9: Launch <i>Windows Explorer</i> and backup your <i>BAOS 2006 PR.doc</i> and <i>BAOS 2006 Fax.doc</i> files.</li> </ul>	45
19.	<p>Read/Study/Do <i>Word Unit C: Formatting Text and Paragraphs</i>, pages 171-187. Make the following <b>changes</b>:</p> <ul style="list-style-type: none"> <li>Page 172, step 1: Your BPC110 data files should on your USB Flash drive (or drive C: or H:). Look in the <i>\Word\UnitC</i> folder.</li> <li>Page 186, add new step 9: Launch <i>Windows Explorer</i> and backup your <i>Chicago Marketing Report.doc</i> file by copying it from your USB Flash drive's <i>Word\UnitC</i> folder to the same folder on drive C: or H:..</li> </ul> <p>Answer <i>Concepts Review</i> questions 1-20 on pages 188-189. Type or write out your answers.</p>	45
20.	<p>Login to SAM and do training for <i>Word 2003: Unit C</i>.</p>	30
21.	<p>Do <i>Skills Review</i>, pages 189-191, parts 1-8. As you work through the steps, use the illustration on page 191 to help visualize what the document will look like at the end of step 8. Make the following <b>changes</b>:</p> <ul style="list-style-type: none"> <li>As you work through steps 1-8, use the illustration on page 191 to help visualize what the document will look like at the end.</li> <li>Page 189, step 1d: Omit.</li> <li>Page 191, step 8e: Do the box border but don't apply yellow shading.</li> <li>Page 191, add a new step 8i: Launch <i>Windows Explorer</i> and backup your <i>Beryl Mountain Report.doc</i> file by copying it from your USB Flash drive's <i>Word\UnitC</i> folder to the same folder on drive C: or H:.</li> </ul>	45

22.	<p>Read/Study/Do <i>Word Unit D: Formatting Documents</i>, pages 195-208 only. Make the following <b>changes</b>:</p> <ul style="list-style-type: none"><li>• Page 196, step 1: Your BPC110 data files should on your USB Flash drive (or drive C: or H:). Look in the \Word\UnitD folder.</li><li>• Page 204, step 6: Do the step as written, then click the footer to the left of the page number code and type your own name.</li><li>• Page 208, add new step 9: Save the document, print the document. Then exit <i>Word</i> and use <i>Windows Explorer</i> to backup <i>MediaLoft Buzz.doc</i> by copying it from your USB Flash drive's <i>Word\UnitD</i> folder to the same folder on drive C: or H:.</li></ul> <p>Answer <i>Concepts Review</i> on pages 216-217. Omit questions 3, 5, 13, 14, and 20. Type or write out your answers.</p>	45
23.	Login to SAM and do training for <i>Word 2003: Unit D</i> .	20
24.	<p>Do <i>Skills Review</i>, pages 217-218, steps 1-7 only. Make the following <b>changes</b>:</p> <ul style="list-style-type: none"><li>• Add new step 7g: Print the document. Then exit <i>Word</i> and launch <i>Windows Explorer</i> and backup your <i>Springfield Fitness.doc</i> file.</li></ul>	45
25.	Do <i>Word Final Project</i> at <a href="http://www.scottsdalecc.edu/bpc110">www.scottsdalecc.edu/bpc110</a> .	60