

Lab W-2 - - Requirements

The purpose of the advance reading, for this Lab and for the remaining Labs this semester, is to familiarize yourself with what will be required during the Lab class. It is not necessary to be able to fully understand everything in the advance reading, so do not attempt to absorb the material as if you will be tested. However, the half hour or so spent with advance reading will make the computer work in the Lab considerably easier, save time and avoid the extra work that might be needed beyond the Lab class.

The Lab Manual will also serve well as a reference for all of your current and future computer use of Microsoft Office applications. Regardless of your expertise with any of these applications, you will discover new concepts in the assigned readings and also in parts of the text that may be unassigned.

Advance reading:

In the "Microsoft Word 2003" section (Blue code) of the Lab Manual read Chapter 2, pages 122 through 164 before the scheduled date of the Lab.

Files needed:

Note from Bob and Maryann.doc, Tips for Writing.doc (See handout for downloading files from the Academic Files to your home directory or other personal storage media: "GENERAL NOTES ON USE OF COMPUTERS IN THE UNIVERSITY'S PUBLIC LABS" .)

In the Lab:

Do the "Hands-On" Exercise 1(p. 128-134) Do not do step 8 (p.135)
Review pages 136 thru 141
Exercise 2(p. 142-148)
Review pages 149 thru 156
Exercise 3(p. 157-163)

Remember: Step 1 - Ignore the instructions in the Step 1 parts of all exercises that refer to Opening files. Use the instructions in the handout: "GENERAL NOTES ON USE OF COMPUTERS IN THE UNIVERSITY'S PUBLIC LABS" .

Note that on p 147, step 6 - Your name must be typed in as the author.

Turn in to Prof. London:

Print and turn in documents as instructed at the following places:

- 1.- Page 148, Step 7
- 2.- Page 161, Step 5
- 3.- Page 163, Step 7

Staple these so that the Title page is on top. Sign the top copy.

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