

Project	<ol style="list-style-type: none">1. Read chapter one, pages 231 – 287, “Creating Documents with Microsoft Word 2003”2. Perform and submit project 1A: Thank You Letter.3. Perform and submit project 1B – Interview Party Themes4. Submit answers to all the questions on pages 288 - 289 of your text.
Notes	<ol style="list-style-type: none">1. File data files for project 1B in Shortcut to Student Resource CD 01_student_data_files word_chapter_01
Deliverables:	<ol style="list-style-type: none">1. Matching on p. 288 and Fill in the Blank on p 289.2. Project 1A: Thank You Letter3. Project 1B: Interview Party Themes
Instructions:	<ol style="list-style-type: none">1. Create a cover page containing your author identification.2. Create a separate, single page containing the answers to the exercises on pages 288 and 289 of your text.3. Complete project 1A and store the document file in folder p04.4. Complete project 1B and store the document file in folder p04.5. Compile your assignment<ol style="list-style-type: none">5.1. Put the cover sheet on top5.2. Put the answers to exercises next5.3. Put project 1A next.5.4. Put project 1B last.5.5. Staple all the pages of your assignment together.6. Submit your assignment at the beginning of the class session in which it is due.7. Save your cover page and assignment on your USB Flash Drive. Put your cover page and assignment in folder p04.