

Project	<ol style="list-style-type: none">1. Read chapter two, pages 315 – 375, “Formatting and Organizing Text”2. Perform and submit project 2A: Alaska Trip3. Perform and submit project 2B: Research Paper4. Submit answers to all the questions on pages 376 - 377 of your text.
Deliverables:	<ol style="list-style-type: none">1. Matching on p. 376 and Fill in the Blank on p 377.2. Project 2A: Alaska Trip3. Project 2B: Research Paper
Notes	<ol style="list-style-type: none">4. File data files for projects 2A and 2B are in Shortcut to Student Resource CD 01_student_data_files word_chapter_02
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 376 and 377 of your text.3. Complete project 2A and store the document file in folder p05.4. Complete project 2B and store the document file in folder p05.5. 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 2A next.5.4. Put project 2B 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 p05.