

Project	<ol style="list-style-type: none">1. Read chapter three, pages 405 – 462, “Using Graphics and Tables”2. Perform and submit project 3A: Job Opportunities. Be sure to insert the filename in the footer of the document.3. Perform and submit project 3B: Park Changes. Be sure to insert the filename in the footer of the document.4. Submit answers to all the questions on pages 463 - 464 of your text.
Deliverables:	<ol style="list-style-type: none">1. Matching on p. 463 and Fill in the Blank on p 464.2. Project 3A: Job Opportunities3. Project 3B: Park Changes.
Notes	<ol style="list-style-type: none">1. File data files for projects 3A and 3B are in Shortcut to Student Resource CD 01_student_data_files word_chapter_03
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 463 and 464 of your text.3. Complete project 3A and store the document file in folder p06.4. Complete project 3B and store the document file in folder p06.5. 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 3A next.5.4. Put project 3B 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 p06.