

<b>Project</b>	<ol style="list-style-type: none"><li>1. Read chapter three, pages 405 – 462, “Using Graphics and Tables”</li><li>2. Perform and submit project 3A: Job Opportunities. Be sure to insert the filename in the footer of the document.</li><li>3. Perform and submit project 3B: Park Changes. Be sure to insert the filename in the footer of the document.</li><li>4. Submit answers to all the questions on pages 463 - 464 of your text.</li></ol>
<b>Deliverables:</b>	<ol style="list-style-type: none"><li>1. Matching on p. 463 and Fill in the Blank on p 464.</li><li>2. Project 3A: Job Opportunities</li><li>3. Project 3B: Park Changes.</li></ol>
<b>Notes</b>	<ol style="list-style-type: none"><li>1. File data files for projects 3A and 3B are in <b>Shortcut to Student Resource CD   01_student_data_files   word_chapter_03</b></li></ol>
<b>Instructions:</b>	<ol style="list-style-type: none"><li>1. Create a cover page containing your author identification.</li><li>2. Create a separate, single page containing the answers to the exercises on pages 463 and 464 of your text.</li><li>3. Complete project 3A and store the document file in folder <b>p06</b>.</li><li>4. Complete project 3B and store the document file in folder <b>p06</b>.</li><li>5. Compile your assignment<ol style="list-style-type: none"><li>5.1. Put the cover sheet on top</li><li>5.2. Put the answers to exercises next</li><li>5.3. Put project 3A next.</li><li>5.4. Put project 3B last.</li><li>5.5. Staple all the pages of your assignment together.</li></ol></li><li>6. Submit your assignment at the beginning of the class session in which it is due.</li><li>7. Save your cover page and assignment on your USB Flash Drive. Put your cover page and assignment in folder <b>p06</b>.</li></ol>