

Project	<ol style="list-style-type: none"> 1. Read chapter four, pages 493 – 554, “Using Special Document Formats, Columns, and Mail Merge” 2. Perform and submit project 4A: Garden Newsletter. Be sure to insert the filename in the footer of the document. 3. Perform and submit project 4B: Water Matter. Be sure to insert the filename in the footer of the document. 4. Perform and submit project 4C: Recreation Ideas. Be sure to insert the filename in the footer of the document. 5. Perform and submit project 4D: Mailing Labels. 6. Submit answers to all the questions on pages 555 - 556 of your text.
Deliverables:	<ol style="list-style-type: none"> 1. Matching on p. 555 and Fill in the Blank on p 556. 2. Project 4A: Garden Newsletter 3. Project 4B: Water Matter. 4. Project 4C: Recreation Ideas 5. Project 4D: Mailing Labels
Notes	<ol style="list-style-type: none"> 1. File data files for projects 4A, 4B, 4C, and 4D are in Shortcut to Student Resource CD 01_student_data_files word_chapter_04
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 555 and 556 of your text. 3. Complete project 4A and store the document file in folder p07. 4. Complete project 4B and store the document file in folder p07. 5. Complete project 4C and store the document file in folder p07. 6. Complete project 4D and store the document file in folder p07. 7. Compile your assignment <ol style="list-style-type: none"> 7.1. Put the cover sheet on top 7.2. Put the answers to exercises next 7.3. Put project 3A next. 7.4. Put project 3B last. 7.5. Staple all the pages of your assignment together. 8. Submit your assignment at the beginning of the class session in which it is due. 9. Save your cover page and assignment on your USB Flash Drive. Put your cover page and assignment in folder p07.