

Project	1. Read chapter three, pages 1269 – 1314, “Formatting a Presentation.” 2. Submit answers to all the questions on pages 1315 – 1316 of your text. 3. Perform and submit project 3A – Emergency. 4. Perform and submit project 3B – Volunteers.
Deliverables:	1. Answers to questions on pages 1315 – 1316. 2. Project 3A – Emergency. 3. Project 3B – Volunteers.
Notes	1. File data files for projects 3A and 3B are in Shortcut to Student Resource CD 01_student_data_files powerpoint_chapter_03
Instructions:	1. Create a cover page containing your author identification. 2. Create a separate, single page containing the answers to the exercises on pages 1315 and 1316 of your text. 3. Complete project 3A and store the document file in folder p13 . 4. Complete project 3B and store the document file in folder p13 . 5. Compile your assignment 5.1. Put the cover sheet on top 5.2. Put the answers to exercises next 5.3. Put project 3A next. 5.4. Put project 3B next. 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 p13 .