Computer Applications

Computer Projects Assignments

Computer Project WIN

1) Before coming to class, read the entire WIN Project (WIN, chapter 2). Complete the step by step instructions throughout the Project. If you encounter any problems or have any questions, raise them at the beginning of the next class.

2) In the scheduled Computer Lab repeat the WIN Project.

3) After completing the step by step instructions throughout the Project create the following New Folders on your external storage device:

   Word
   Excel
   PowerPoint
   Access

4) Write and submit a note saying:

   I have completed Computer Project WIN and understand the Windows XP environment.

   Sign Your Name

Computer Project WD 1

1) Before coming to class, read the entire Word Project 1 (WD 1, chapter 3). Complete the step by step instructions throughout the Project. If you encounter any problems or have any questions, raise them at the beginning of the next class.

2) In the scheduled Computer Lab repeat WD 1.

3) You will print a copy of the Project document as it is up to page WD 53. But first, type your name at the bottom of the document. Format your name left aligned and font 12.

4) Print and submit a hardcopy of your work.
Computer Project WD 2
1) Before coming to class, read the entire Word Project 2 (WD 2, chapter 4). Complete the step by step instructions throughout the Project. If you encounter any problems or have any questions, raise them at the beginning of the next class.
2) In the scheduled Computer Lab repeat WD 2.
3) You will print a copy of the Project document as it is up to page WD 121. Do not email your document.
4) Print and submit a hardcopy of your work.

Computer Project WD 3
1) Before coming to class, read the entire Word Project 3 (WD 3). Complete the step by step instructions throughout the Project. If you encounter any problems or have any questions, raise them at the beginning of the next class.
2) In the scheduled Computer Lab repeat WD 3.
3) Print and submit the Project as it is up to page WD 189. Print and submit both the cover letter and the resume.

Computer Project EX 1
1) Before coming to class, read the entire Excel Project 1 (EX 1). Complete the step by step instructions throughout the Project. If you encounter any problems or have any questions, raise them at the beginning of the next class.
2) In the scheduled Computer Lab repeat EX 1.
3) Print and submit the Project as it is up to page EX 45.
Computer Project EX 2

1) Before coming to class, read the entire Excel Project 2 (EX 2). Complete the step by step instructions throughout the Project. If you encounter any problems or have any questions, raise them at the beginning of the next class.

2) In the scheduled Computer Lab repeat EX 2.

3) Print and submit the Project as it is up to page EX 116.

Computer Project EX 3

1) Before coming to class, read the entire Excel Project 3 (EX 3). Complete the step by step instructions throughout the Project. If you encounter any problems or have any questions, raise them at the beginning of the next class.

2) In the scheduled Computer Lab repeat EX 3.

3) Print and submit the Project as it is up to page EX 200.

Computer Project PPT 1

1) Before coming to class, read the entire PowerPoint Project 1 (PPT 1). Complete the step by step instructions throughout the Project. If you encounter any problems or have any questions, raise them at the beginning of the next class.

2) In the scheduled Computer Lab repeat PPT 1.

3) Print and submit the Project as it is up to page PP 50.

Computer Project PPT 2

1) Before coming to class, read the entire PowerPoint Project 2 (PPT 2). Complete the step by step instructions throughout the Project. If you encounter any problems or have any questions, raise them at the beginning of the next class.

2) In the scheduled Computer Lab repeat PPT 2.

3) Print and submit the Project as it is up to pages PPT 124 (outline) and PPT 125 (slides).
Computer Project AC 1

1) Before coming to class, read the entire Access Project 1 (AC 1). Complete the step by step instructions throughout the Project. If you encounter any problems or have any questions, raise them at the beginning of the next class.

2) In the scheduled Computer Lab repeat AC 1.

3) Print and submit the:
   - Client Table as it is on page AC 31.
   - Client Amount Report as it is on page AC 47.

Computer Project AC 2

1) Before coming to class, read the entire Access Project 2 (AC 2). Complete the step by step instructions throughout the Project. If you encounter any problems or have any questions, raise them at the beginning of the next class.

2) In the scheduled Computer Lab repeat AC 2.

3) Print and submit the:
   - Query Run as it is on page A 72.
   - Query Run as it is on page AC 103.

Computer Project AC 3

1) Before coming to class, read the entire Access Project 3 (AC 3). Complete the step by step instructions throughout the Project. If you encounter any problems or have any questions, raise them at the beginning of the next class.

2) In the scheduled Computer Lab repeat AC 3.

3) Print and submit the Project as it is up to page AC 156 right after Step 2.