

CS 104 - Software Applications
Fall 2008

Assignment 03 – Creating Multiple Page Reports

Due: Wednesday, Oct 1st.

Read Word Tutorials 2 & 3 in the Office 2007 text.

Work through Case Problem 1 starting on page WD139.

Save your document using the filename given in each exercise.

Modify the file name such that it is in the following format:

CS104-A03-**YOURNAME-FILENAME**

YOURNAME should be your name & **FILENAME** should be the original name indicated in the assignment. For instance, if the text said to save the file as **A Plus Report.docx** my final filename would be:

CS103-A03-Jonathan Pikalek-A Plus Report.docx

Upload the file to Moodle.

The case problem will be graded using the following rubric:

Description	Points
A cover page is inserted using the Sideline style, with the text shown here and the current date	3
All 11 headings are properly formatted	3
An end note is inserted after “California”	3
The Board of Directors list has a tab stop at 4 inches with dot leaders	4
A footer is inserted with the student’s name on the left and the page number, in the proper style, on the right	3
An endnote is inserted after “Web site”	3
A table is inserted with three columns and five rows, in alphabetical order by department; the table is properly formatted	4
File name is correct	1
No typographical errors have been introduced	1
TOTAL POSSIBLE POINTS:	25