

complete the computer assessments. Then, complete the assessments step by step, according to the directions in your textbook.

_____ **Assessment 1, page 66:** Complete as instructed and submit for approval.

STEP 12: Print and **hand label** in pen at the top right of your printouts **your name, course, date, and filename.**

_____ **Assessment 2, page 67:** Complete as instructed and submit for approval.

STEP 9: You must use **Text Highlight Color** button in the **Font** group to apply the Highlight to the sentence “A Fluorescent Multi-Layer Disk (FMD) holds up to 140 gigabytes (GB) of data.” Refer to page 42 for help.

STEP 10: You must use **Text Highlight Color** button in the **Font** group to apply the Highlight to the sentence “Indeed, some experts estimate that storage needs are doubling every 100 days and that the answer is holographic storage.”

_____ **Assessment 3, page 67:** Complete as instructed and submit for approval.

STEP 4d: Make sure the **entire document except for the title** is selected and then click **Justify** button in the **Paragraph** group in the **Home** tab to change the alignment to Justify.

STEP 5: You must drag the **First Line Indent** marker on the Ruler back to **0 inch**. As you type text, you **do NOT need to press the Enter key at the end of each line to match with the text shown in Figure 2.9 (page 68) because Word automatically wraps text to the next line. Your lines ending won’t match the textbook.** The only times you need to press **Enter** are to end a paragraph. Refer to **page 54** for help.

_____ **Do not do** the Case Study at the bottom page 68.