



Gradient Fill-Accent 4,
Reflection WordArt Style

_____ **Assessment 4, page 265:** Complete as instructed and submit for approval.

STEP 1a: To use the Hierarchy organizational chart, click the **Insert** tab > click the **SmartArt** button in the **Illustrations** group > click **Hierarchy** in the left panel of the **Choose a SmartArt Graphic** dialog box > double-click the second option box (Hierarchy) on the top row. Refer to **page 258** for help.

_____ **Assessment 5, page 266:** Complete as instructed and submit for approval.

STEP 2: You may choose **Medium Shading 1 – Accent 2** table style on the 4th row – 3rd column under the **Built-in** of the drop-down gallery.

STEP 3: Refer to **page 250** for help.

_____ **Do not do** the bottom page 267 to 269.

_____ Submit Assessments for instructor approval:

- Ch7, Assessment 1
- Ch7, Assessment 3
- Ch7, Assessment 4
- Ch7, Assessment 5

Remember to hand label in pen on the top right of your printouts with your name, course, date, and filename similar to the following example:

Firstname Lastname
CAOS 91AM
1/7/08
Ch7, Assessment 1

_____ Date your Progress Sheet next to Chapter 7. You have completed Chapter 7. Go on to Chapter 8 in this Handbook when you are ready to continue.

Case Study

Handing in Work