**TASK LIST FOR WORD 2013 UNIT C LESSON**

PREPARE

* Open your book. Study the objectives for ***Word 2013 Unit C*** on the first page of that lesson. This will prepare you for what you should learn in Unit C.

STUDY PLAN

1. Complete the Vocabulary assignment found in Moodle. Please turn in your vocabulary assignment when completed.
2. Read each page and complete the steps as you come to them. Print when directed with all printouts labeled.
3. Complete all *Concepts Review* Questions on page **Word 68**. You may use the reading as a resource to complete this assignment. Turn it in when finished.
4. Complete the *Skills Review* exercises on page **Word 69**. Edit, label with a footer, and print when finished.
5. Take the *Word 2013 Unit C Test* when directed. There will also be a production portion after the Moodle test.

double-check. hAVE YOU TURNED IN EACH OF THESE?

* Vocabulary
* One printout from steps
* Concepts Review Questions
* Skills Review printout

FOOTER LABELS

*Your Name* Word C *Name of the Assignment*

FOR BFF STUDENTS

1. Review your vocabulary. Print and turn it in. If you don’t have it, complete these first, then turn them in.
2. Complete Independent Challenge 1

While you complete these challenges, if you don’t remember how to do something, find that section in the reading to review the procedure.

1. Complete Independent Challenge 2
2. Complete Independent Challenge 3
3. Complete Independent Challenge 4