***Before you start, please:***

1. Inset the CIS101 class USB Thumb drive
2. On the USB root folder/directory, create the ***CIS101*** folder (unless the folder already exists)
3. Under ***CIS101***, create ***Week6-Files*** folder (unless the folder already exists)
4. Use ***USB-thumb-drive-letter:\CIS101\Week6-Files*** to store all week six files
5. Download ***Week6-Assignment.docx*** to ***Week6-Files*** folder
6. Open the ***USB-thumb-drive-letter:\CIS101\Week6-Files\Week6-Assignment.docx*** file,answer all questions, save the changes to the file, and upload to Moodle.

Q1) (2 points) List the five MS Office 2013/2016 and MS Office 376 products/options (must get at least 3 correct for 1 point and 4 correct for 2 points):

|  |
| --- |
| **MS Office 2013/2016 and MS Office 365 Products/options** |
|  |
|  |
|  |
|  |
|  |

Q2) (2 points) List five MS Office productivity applications (must get at least 3 correct for 1 point and 4 correct for 2 points):

|  |
| --- |
| **MS Office Productivity Applications** |
|  |
|  |
|  |
|  |
|  |

Q3) (2 points) List three mobile Operating Systems one could use the Office Mobile apps from (must get at least 1 correct for 1 point and 2 correct for 2 points):

|  |
| --- |
| **MS Office Apps Mobile Operating Systems** |
|  |
|  |
|  |

Q4) (2 points max) Start MS Word, on the ***New/Templates*** screen, click on ***Blank document*** and do the following (If you are already in MS Word, then click on ***File***, then ***New***, then continue):

1. Enable the ***Ruler***
2. Click on the ***Home*** tab
3. Use the Snipping tool to capture the MS Word window
4. Use the Red pen to circle the ***Quick Access Toolbar*** menu and write ***1*** inside the circle (0.5 point)
5. Use the Blue pen to circle the ***Ribbon*** and write ***2*** inside the circle (0.5 point)
6. Use the Black pen to circle the ***Font*** group and write ***3*** inside the circle (0.5 point)
7. Use the Red pen to circle the ***Document Views*** and ***Zoom Control*** in the ***Status Bar*** write ***4*** inside the circle (0.5 point)
8. Use the Red pen to circle the vertical Ruler and write ***5*** inside the circle (0.5 point)
9. Save as ***snip-1.jpg*** in ***Week6-Files*** folder.

Paste-snip-1-here

Q5) (2 points max) Copy and paste the paragraph in blue color below, into your blank MS Word document:

Linn-Benton Community College
6500 Pacific Blvd. SW
Albany, Oregon 97321
Phone 541 917 4999

1. In your document, select all text, LBCC address and Phone, and change the font to ***Time New Roman***, change font size to ***14***, and change font color to black (0.5 points)
2. While all text is selected, ***Center*** your content on the page (0.5 points)
3. Select the Linn-Benton Community College text, ***Bold***, and ***Highlight*** in yellow color (0.5 points)
4. Select the ***Phone*** line text, ***Underline***, and ***Highlight*** in green color (0.5 points)
5. At the end of the Linn-Benton Community College, insert the registered trademark symbol – hint: Insert Tab then Symbol in Symbols group (0.5 points)
6. Save as ***snip-2.jpg*** in ***Week6-Files*** folder.

Paste-snip-2-here