

<b>Assignment Name</b>	<b>File Naming System</b>
1 Fun with Fonts: Class President Poster	1 Class President Poster
2 What Font?: Spell Checker Poem	2 What Font Spell Check Poem
3 Formatting Fonts & More: Bicycle Paragraph	3 Bicycle Paragraph
4 Bold, Italics, & Underline Exercise Worksheet	4 Bold, Italics, & Underline
4 Superscript, Subscript & Font Effects	4 Superscript, Subscript & Font Effects
5 Cut & Paste Exercise	5 Cut & Paste Exercise
5 Copy/Paste Exercise	5 Copy/Paste Exercise
5 Left, Center & Right Justify Exercise: Alignment Tools	5 Left, Center & Right Justify
6 Intermediate Word Processing: Preamble	6 Preamble
7 Acceptance Letter: Proj.W-1	7 Acceptance Letter W-1
8 Creating a Basic Table: Proj.W-2	8 Creating a Basic Table W-2
9 Formatting a Business Memo	9 Business Memo W-3
10 MLA Style Report	10 MLA Style Report W-5
11 List of Menu Items	11 List of Menu Items W-6
12 Inventory List	12 Inventory List W-11
13 Press Release	13 Press Release W-7
14 Personnel Form	14 Personnel Form W-15
15 Services Handout	15 Services Handout W-16
16 Sign Operating Hours	16 Sign Operating Hours W-18
17 Grand Opening Flyer	17 Grand Opening Flyer W-19
18 Newsletter	18 Newsletter W-20