

ACDV 195 Assignments

Spring 2009

Due	Topic (Use Microsoft Word)	Computer Command
Feb 4	#1 State: If you could live in any state besides California, where would you choose to move and why?	Save
Feb 11	#2 Fears: Identify what frightens you most about computers.	Print
Feb 18	#3 Proud: Think of one thing you've learned that makes you especially proud because you really worked for it.	Set-Up See handout
Feb 25	#4 Pencil: Compare and contrast a computer and a pencil	2 Font Changes
March 11	#5 Sport: Many people have expressed the opinion that professional sports have become too violent. Do you agree or disagree?	Spell Check
March 18	#6 Teacher: Think about the best teacher you ever had. Tell what characteristics you admired and why. Copy & past the paragraph	Copy/Paste
April 1	#7 Fire: Your assignment is to identify what you should do in case of fire. Consider your own safety as well as that of others, including people with disabilities. Copy/paste paragraph. Use Thesaurus to change 2 words in paragraph #2.	Copy/Paste & Thesaurus – See handout
April 15	RESEARCH PROJECT: Find a recent article regarding computers. Your magazine, newspaper, or internet article should be no more than 6 months old. Write 2 paragraphs. 1. – Give the facts (Title, publication, author, date, brief summary). 2. – Write your opinion or what you learned from the article. Send your document attached to an email message. 15 points!	See handout
April 22	Extra Credit: On-line Videos & College Knowledge Signatures Activities	See handout
May 6	#8 Advice: Write some advice you would give to new BC students. Choose any 3: Bullet or Number List, Margins, Page Numbers, Footer/Header, 2 Columns, Table, WordArt, Picture	Choose 3 Commands from list