

# Word Basics Homework Assignments

## Module 2 – Creating and Saving Documents

### Homework 2.1

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- **Create a new document, edit and save it with a different name.**
1. Type the letter and save it to your disk with the name Homework1. You will then edit the document.
  2. Open the document and make the following changes.
  3. Change the date to today's date
  4. Insert the PRC address of 201 Naperville Rd.
  5. Insert the following paragraph as the last paragraph of the letter.  
I look forward to the next *5 weeks*. I know I must **PRACTICE, PRACTICE, PRACTICE!**
  6. Save the file as **Homework2** on the disk.
  7. If you have a printer, print the document and bring it to class.
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March 2, 2004

Dennis McCann  
People's Resource Center  
Wheaton, IL 60187

Dear Dennis:

Thank you for setting up the Word 2007 class. I understand that I will be learning a lot of word processing functions that will help me to type letters for home or business use.

I know that attendance is important and I will try to be here for all 7 weeks. I will contact the instructor if I cannot attend a class.

I also understand that there will be some homework so I can practice using my word processor on my home computer.

Sincerely,

(your name here)