

Activation Assignment

Office 2010

Please complete this assignment prior to meeting with your instructor. Completion of an activation assignment is now required before students are officially enrolled in the course. The activation assignment will be included in your grading for the course.

If you have any questions about this activation assignment, please contact your instructor (info at bottom of page).

Assignment:

Read Introduction to Computers from the book, "Office 2010: Introductory" pages Com 2 through 26.

Part 1 (9 marks)

Use the internet to research a Desktop Computer, Notebook Computer and a Mobile Device. Give the following information for each:

1. Name and Model of Product
2. Basic Features (Processor Speed, Memory, Screen Size etc...)
3. Create a comparison chart where you list the Pros and Cons for each device similar to the one below:

Device	Pros	Cons
Desktop Computer		
Notebook Computer		
Mobile Device		

Part 2 (9 marks)

For each of the following categories, give 3 examples and explain their use or differences.

Input Devices, Output Devices and Storage Devices

Part 3 (10 marks)

Explain the difference between the following software programs and what sort of task(s) they would be used for:

Word, Access, Excel, PowerPoint and Outlook (all part of Office 2010)

Total Points 28!