

ASSIGNMENT 1S

PART 1

1. Make sure you added bookmarks in Google Chrome for at least two web pages about **technology careers**. If you did not, return to Section 1 and read through the whole thing again. Do what you are told and by the time you get to the end, you will have added two bookmarks for websites you've found about technology careers.
2. Open a new Chrome window.
3. Use Google to search for **another** career website about the career you researched earlier in this section.
4. Make sure the information on the site you find is trustworthy, and then **add a bookmark** for it.
5. Log into your Google account and go to drive.google.com .
6. Open the ASSIGNMENT 1S TEMPLATE document (Tip: You have to click **SHARED WITH ME on the left**)
7. When the document opens, click FILE, then choose MAKE A COPY
8. In the NEW DOCUMENT NAME box, type Your Full Name+Assignment 1S, then click OK
9. Delete the placeholder for [Your Name] and type your name in its place
10. Delete the placeholder for [Street Address] and type your actual street address in its place
11. Delete the placeholder for [phone number] and type your phone number in its place
12. Delete the placeholder for [Date] and type today's date (the long way) in its place
13. Delete the [placeholders] for all of the recipient information and type your instructor's information (see below) in the spaces:

Tammie Robie [Recipient Name]
Computer Teacher [Title]
Elm Street Middle School [Company Name]
117 Elm Street [Street Address]
Nashua, NH 03060 [City, ST ZIP Code]
14. Delete **Recipient Name** where it says **Dear Recipient Name** and type **Mrs. Robie** in its place
15. Press ENTER. Your cursor should now be flashing under Dear Mrs. Robie:

16. Type a sentence that gives the name of the first web page you visited and one fact about the career you learned there. Type another sentence about how you knew the website was trustworthy.
17. Type a sentence that gives the name of the second web page you visited and one fact about the career you learned there. Type another sentence about how you knew the website was trustworthy.
18. Type a sentence that gives the name of the third web page you visited and one fact about the career you learned there. Type another sentence about how you knew the website was trustworthy.
19. Press ENTER to start a new paragraph.
20. Type a sentence that thanks the instructor for taking the time to read your letter.
21. For the closing, delete [Your Name] and type your actual name in its place
22. Print 1 copy of this letter and place it in the correct folder on the bulletin board near Mrs. Robie's desk.