E-mail Assignment BBT 9

1. Open Microsoft Word and answer the following questions in point format:
	* + Name
		+ Grade
		+ Homeroom Teacher
		+ Interests (Inside and Outside School)
		+ Do you work? If so where?
		+ Discuss your computer experience? What applications/software programs have you used? What is your typing speed? (slow –hen and peck/ medium/fast – over 40 wpm)
		+ Do you play any computer games? If so, name your favorite games or types of games.
		+ Do you have a smartphone? If so what type? Iphone/Android/Windows/Other
		+ Include any other information that I should know e.g. Medical Conditions or preferred seating

Save this document as your name - TypeYourNameHere.docx

Ex: BillGates.docx

1. Open Microsoft Web Outlook by typping student.nbed.nb.ca in Internet Explorer. Type your domain nbss\your computer id into the first box called username. Beside the password box, type your same password that you logged into the computer with.
2. Click on the Calendar -Find your birthday on the calendar, click on the date and put Happy Birthday to Me!!! @ 8:00 am time slot.
	* Use the the snipping tool to print your Birthday month. (Make sure it is saved as a jpg.)
	* Add the jpg to the word document created in part 1 –yourname.docx
3. Contact- Add New Contact with the following information:
	* Profile:
		+ First Name: K
		+ Last Name: MacDonald
		+ Job Title: Teacher
		+ Office: MVHS
	* Contact:
		+ Business Phone: 627-4083
		+ E-mail: macdonka@nbed.nb.ca
		+ Display as: Mrs. K. MacDonald
	* Address Business:
		+ Street: 345 McKenna Ave.
		+ City: Miramichi
		+ State/Province: NB
		+ Postal Code: E1V 3S9
		+ Country: Canada
	* Details:
		+ Notes: BBT 9 Teacher 2013
	* Print Screen or use the snipping tool to add the picture to the word document.

1. Tasks – Add a task
* Subject: English Report
* Start Date: September 7, 2013
* Due Date: September 16, 2013
* Reminder: Thursday, September 15, 8:30 am
* Copy this screen with this information and add to the word document.
* Don’t forget to save and close!!
1. Final Step
	* Resave the word document.
	* Email the word document as an attachment created in part 1(yourname.docx) to my account using the contact you created in step 4.
	* The word document should include the 8 questions answered and the 3 pictures in the attached word file.

You will be marked out of 15 for this assignment.