

## Assignment #4 - Word Document Practice

This assignment will give you some practice using Microsoft Word. You can use your home computer (if you have Office) or you can use one of the computers in the labs on campus. You will submit your document on your USB memory stick.

Write a short paper on different types of memory devices. The paper does not need to be very long, but must be at least two pages. Your paper must meet the following specifications:

- Margins should be set to: Top - 1.5", bottom - 1.25", left - 0.75", right - 1"
- Pages should be numbered on the bottom left
- A table with headers, showing (at a minimum) the device name, media type (disk, tape, chip, etc), and physical size.
- A bulleted list of manufacturers
- Footnotes showing your data sources

You should turn in a paper copy of your report along with the document source file on your USB stick.