

# Anticipation Guide : Microsoft Office

Name \_\_\_\_\_

Date \_\_\_\_\_

**Before reading:** In the space to the left of each statement, place a check mark ( ✓ ) if you agree or think the statement is true.

**During or after reading:** Add new check marks or cross through those about which you have changed your mind. Keep in mind that this is not like the traditional “worksheet.” You may have to put on your thinking caps and “read between the lines.” Use the space under each statement to note the page, column, and paragraph(s) where you are finding information to support your thinking.

\_\_\_1. Using this book is like using a computer in some ways..

\_\_\_2. What you learn from this book will qualify you for a job in the real world.

\_\_\_3. No matter who you work for, they will probably have computers that use Microsoft products.

\_\_\_4. You can type something in the word processor called Microsoft Word, and then transfer it without having to retype it into any of the other Microsoft programs such as PowerPoint.

\_\_\_5. Each chapter is organized in the same ways as most school textbook chapters.

\_\_\_6. The United States government helped to design this course.