This lab will have you do Chapter #2 in the Word section of the lab book.

For this lab and all the labs, make sure you are using either “Firefox” or “Chrome”. Do not use “Explorer”, the MyItLab software does not always work correctly with “Explorer”.

Once you log into the school computer, go to Canvas and go to your A106 lab course. Then follow the handout given on how to open up the MyItLab software as you did for lab #1.

You will be doing the Hands On Exercise #1, #2, and #3 from Chapter 2 of the Word section. This is the Word Chapter 2: Simulation Training on the MyItLab site. Then you will be doing the Word Chapter 2: Simulation Exam on the MyItLab site, also for parts #1, #2 and #3. For the Training part, you have access to the help/hint during the simulation, but for the Exam part this is not available. The best way to do this is to do Hands On Exercise #1, Training part first, then right away do Hands On Exercise #1, Exam part. Then go back and do Hands On Exercise #2, then #3. This way you should hopefully remember what you had just done. Also if during the exam part you do forget what to do, remember to reference the actual lab book found in eform under “Course Material” on MyItLab.

You could also try to open up two web browsers. One is on the practice, with hints, the other is on the exam part that does not have hints.

The lab book will match very closely to what the simulation provides. Remember to always do what the MyItLab screen simulation tells you to do and not what the book says.

Make sure before you leave the simulation that you submit your session, if you are not able to finish the lab during lab time, then save your work and finish it by the due date.

This lab will have no pages to turn in. Everything should be done electronically.