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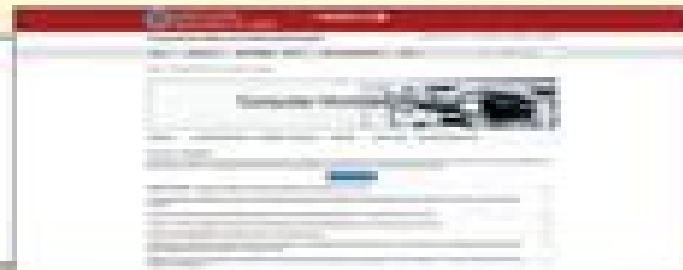
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3

Select **Checklist** and select **Evaluation**. Complete the checklist to evaluate your workplace. For each “no” response, select the appropriate link to read the information on how to correct the problem. How did your workstation fare? What are some areas for improvement? How could you improve your score?



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4

When you have finished, print the checklist using the Microsoft Print to PDF or Microsoft XPS Document Writer option. If you are using Safari on a Mac, save the checklist as a PDF file. Save the file as **Lastname_Firstname_4021_Week2_checklist**. Submit both the answer sheet and checklist files as directed by your instructor.

Answer Sheet To Using Information Technology 10e

The Open Group



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