

Introduction to MS Office Word & Excel 2003 Student Assignment Checklist

Textbooks: (1) *Microsoft Office Word 2003: Comprehensive Course* developed by Labyrinth Publications, El Sobrante, CA, 2004; and (2) *Microsoft Office Excel 2003: Comprehensive Course* developed by Labyrinth Publications, El Sobrante, CA, 2004.

MS WORD Lessons

Date Completed

Creating and Editing Business Letters

- a) Skill Builder 2.1 (Block-Style Letter, p. 61)
- b) Skill Builder 2.5 (Personal-Style Business Letter, p. 68)
- c) Assessment 2.1 (Modified Block-Style Letter, p. 69)

Creating a Memorandum and Press Release

- a) Skill Builder 3.2 (Create a Memorandum, p. 110)
- b) Skill Builder 3.3 (Use Spell Check and Find & Replace, 111)

Creating a Simple Report (with Margins and Lists)

- a) Skill Builder 4.1 (Create a Policies & Procedures Page, pp. 153-154)
- b) Assessment 4.1 (Create a Handbook Using Indents, p. 158)
- c) Assessment 4.2 (Use Line Spacing, Numbering, and Indenting, p. 159)

Creating a Flyer

- a) Skill Builder 5.1 (Insert Clip Art from the Task Pane, pp. 193-194)
- b) Skill Builder 5.2 (Use the Clip Organizer, pp. 194-195)
- c) Skill Builder 5.4 (Create a Custom Watermark, p. 197)

Working with Tables

- a) Skill Builder 6.1 (Create & Format a Table, p. 232)
- b) Skill Builder 6.3 (Create a Sign-in Sheet, pp. 234-235)
- c) Skill Builder 6.4 (Create Your Own Functional Resume, pp. 235-236)

MS EXCEL Lessons

Date Completed

Creating a Simple Worksheet

- a) Skill Builders 1.1 & 1.2 & 1.3 (Create a Worksheet & Enter Data Using AutoComplete and AutoFill, pp. 30-32)
- b) Assessment 1.2 (Edit a Workbook, p. 34)

Expanding on the Basics

- a) Assessment 2.3 (Work with AutoCorrect, p. 59)

Introducing Formulas & Functions

- a) Skill Builder 3.4 (Use Absolute References, p. 91).....
- b) Assessment 3.1 (Create Simple Formulas, p. 92).....
- c) Assessment 3.2 (Use AVERAGE, MIN and MAX, p. 93)
- d) Assessment 3.4 (Create a Financial Report, p. 95).....

Formatting Cell Contents

- a) Skill Builder 4.1 (Use Copy and Paste, p. 129).....
- b) Skill Builder 4.3 (Copy Data and Formats, pp 130-131).....
- c) Assessment 4.1 (Format and Enhance a Worksheet, p. 132).....

Creating an Impact with Charts

- a) Skill Builder 6.1 (Create a Column Chart, p. 206).....
- b) Skill Builder 6.3 (Create Pie Charts, pp 209-210).....
- c) Skill Builder 6.4 (Create a Line Chart, pp. 211-212)

MS Office PowerPoint 2003 and/or MS Office Access 2003 (optional)