

**Advanced MS Office Word 2003 & 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

Working with Desktop Publishing

- a) Skill Builder 7.3 (Practice with Drawing Objects, pp. 273-275)..... _____
- b) Skill Builder 7.4 (Create an Organization Chart with the Diagram Gallery, pp. 276-277) _____
- c) Skill Builder 7.5 (Use the Drawing Canvas, pp. 277-279)..... _____

Creating a Newsletters *Newsletter Text* (for Hands-on Exercises)

- a) Skill Builder 8.1 (Set Up a Newsletter, pp. 302-304) *New Year*..... _____
- b) Skill Builder 8.2 (Insert a Next Page Section Break, pp. 304-305) *New Year News 2*..... _____
- c) Assessment 8.1 (Format a Newsletter, p. 307) Open the file *Conservation*..... _____

Creating an Employee Policy Manual

- a) Skill Builder 9.1 (Working with Styles, p. 340) *Instructor Profiles* _____
- b) Skill Builder 9.2 (Create and Apply a Character Style, p. 341) *Flexico* _____
- c) Skill Builder 9.3 (Apply Styles and Add a Title Page, pp. 341-342) _____
- d) Assessment 9.1 (Apply Styles and Modify Styles, p. 344) *Qualifications* _____

Organizing Long Documents

- e) Skill Builder 10.1 (Use Multiple Headers and Footers, pp. 375-378) *Heart Text - Forest Text*..... _____
- f) Skill Builder 10.2 (Create a Table of Contents, pp. 379-380) *Recipes*..... _____
- a) Skill Builder 10.3 (Create a Cross References, pp. 380-381) *Vacation Rentals* _____
- b) Assessment 10.2 (Create an Index, pp. 383-385) *B & B* _____

Creating a Research Paper

- c) Skill Builder 11.1 (Insert and Delete Footnotes and...pp. 413-414) *Garden Pamphlet...*..... _____
- a) Skill Builder 11.2 (Work with Document Properties, pp. 414-415) *English Garden* _____
- b) Skill Builder 11.3 (Create a Table of Authorities, pp. 415-416) *To A*..... _____
- c) Assessment 11.1 (Create a Table of Figures and Captions, p. 417) _____

Using Mail Merge

- a) Skill Builder 13.1 (Set up a New Mail Merge, pp. 490-492) _____
- b) Skill Builder 13.2 (Edit a Form Letter and Data Source, pp. 493-494) _____
- c) Skill Builder 13.3 (Generate Mailing Labels, pp. 495-496) _____
- d) Assessment 13.1 (Merge a Form Letter with Data Source, pp. 496-497) _____
- e) Assessments 13.2 & 12.3 (Generate Envelopes & Labels, pp. 497-498) _____

Working with Advanced Tables & Excel Integration

- a) Skill Builder 14.1 (Set up an Order Tracking Table, pp. 526-527) _____
- b) Skill Builder 14.2 (Embed an Excel Worksheet, pp. 527-528) _____
- c) Skill Builder 14.3 (Insert Pictures in Tables, pp. 529-530)..... _____
- d) Skill Builder 14.4 (Work with Table Styles, pp. 530-532) _____
- e) Assessment 14.1 (Work with Tables, Pictures, and Custom Tabs, p. 533) _____
- f) Assessment 14.2 (Use Table AutoFormat and Merge Cells, p. 534) _____
- g) Assessment 14.3 (Embed an Excel Worksheet, p. 535) _____

Using Macros, Forms, and Templates

- a) Skill Builder 17.1 (Record A Section Break Macro, pp. 654-655) _____
- b) Skill Builder 17.2 (Record a Page Border Macro, pp. 655-656) _____
- c) Skill Builder 17.3 (Create a Table Macros, pp. 656-657) _____
- d) Skill Builder 17.4 (Record a Postcard Macro, p. 658) _____
- e) Skill Builder 17.5 (Create an Electronic Form, pp. 658-659) _____

Working with Word and XML (optional)

- a) Hands-on Exercises (pp. 668-684) _____
- b) Concepts Review (p. 685) _____

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MS EXCEL Lessons

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Working with Large Worksheets

- a) Skill Builders 7.1 (Insert Formulas & Sort Rows, p. 238) *Aging Report*
- b) Skill Builders 7.2 (Use Multiple Sort Keys, p. 239) *Balance Due Report*
- c) Skill Builder 7.4 (Print a Large Worksheet on One Page, p. 241) *Volume Comparison*

Working with Multiple-Sheet Workbooks

- a) Skill Builder 9.1 (Copy & Format Worksheets, pp. 306-307) *Testing*
- b) Skill Builder 9.2 (Copy & Insert Worksheets, pp. 307-308)
- c) Skill Builder 9.3 (Name Ranges & Link with Formulas, pp. 309-310).....
- d) Skill Builder 9.4 (Format Multiple Sheets, pp. 310-312).....
- e) Skill Builder 9.5 (Create a Digital Signature, pp. 312-313)

Using Financial Functions and Data Analysis

- a) Skill Builder 10.1 (Use the PMT Function and Solver, pp 331-332)
- b) Skill Builder 10.2 (Use the FV Function, pp. 332-333)
- c) Skill Builder 10.3 (Use Goal Seek, p. 333)

Working with Lookup Functions, Custom Templates, and Auditing Tools

- a) Skill Builder 11.1 (Create a Table_Array and VLOOKUP Function, pp. 369-370)
- b) Skill Builder 11.2 (Create Formulas & VLOOKUP Functions, pp 370-372)
- c) Skill Builder 11.4 (Create a Template, pp. 374-376)
- d) Skill Builder 11.5 (Use a Template, p. 377)

Creating a Personal Workbook Macro

- a) Skill Builder 12.1 (Create a Personal Workbook Macro, p. 412).....
- b) Skill Builder 12.2 (Create a Print Macro, p. 413).....
- c) Skill Builder 12.3 (Create a Formatting Macro, p. 414)
- d) Skill Builder 12.4 (Create a Macro to a Button, pp. 415-416)
- e) Assessment 12.1 (Create a Macro that Insert the Date, pp. 417-418)
- f) Assessment 12.2 (Create Macros and Assign Buttons to Them, p. 418)
- g) Assessment 12.3 (Delete Personal Workbook Macros, p. 419)

Introducing Database

- a) Skill Builder 13.1 (Use Subtotals, p. 443) *Sales Database*
- b) Skill Builder 13.2 (Set up a Database, p. 444).....
- c) Skill Builder 13.3 (Use Subtotals, pp. 444-445)

Using PivotTables, Styles, and Outlines (Optional)

- a) Skill Builder 14.1 (Create a PivotTable, pp. 487-488)
- b) Skill Builder 14.2 (Create a PivotChart, pp. 488-489)
- c) Skill Builder 14.3 (Work with Trendlines, pp. 489-491) *Shelter Occupancy*
- d) Skill Builder 14.4 (Create and Apply Styles, pp. 491-492).....
- e) Skill Builder 14.5 (Outline a Worksheet, pp. 492-493)

Using Advanced Formatting and Analysis Tools (Optional)

- f) Skill Builder 16.1 (Create 3-D Cell Reference, p. 570)
- g) Skill Builder 16.2 (Use the IF Function, p. 571)
- h) Skill Builder 16.3 (Filter a List, pp. 572-573) *Acme Auto Sales*
- i) Skill Builder 16.5 (Format with Styles, pp. 575-576)

<i>MS Office PowerPoint 2003 and/or MS Office Access 2003 (optional)</i>

Introduction to MS Office Word & Excel 2003 Student Assignment Checklist

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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)