

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.

<u>MS WORD Lessons</u>	<u>Date Completed</u>
<u>Creating and Editing Business Letters</u>	
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)	_____
<u>Creating a Memorandum and Press Release</u>	
a) Skill Builder 3.2 (Create a Memorandum, p. 110)	_____
b) Skill Builder 3.3 (Use Spell Check and Find & Replace, 111)	_____
<u>Creating a Simple Report (with Margins and Lists)</u>	
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)	_____
<u>Creating a Flyer</u>	
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)	_____
<u>Working with Tables</u>	
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)	_____
<u>MS EXCEL Lessons</u>	<u>Date Completed</u>
<u>Creating a Simple Worksheet</u>	
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)	_____
<u>Expanding on the Basics</u>	
a) Assessment 2.3 (Work with AutoCorrect, p. 59)	_____
<u>Introducing Formulas & Functions</u>	
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).....	_____
<u>Formatting Cell Contents</u>	
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).....	_____
<u>Creating an Impact with Charts</u>	
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)