

**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**

Date Completed

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) .....

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