

**Advanced / Customized MS Office 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; and (3) *Microsoft Office Access 2003: Essentials Course* developed by Labyrinth Publications, El Sobrante, CA, 2004.

MS WORD Lessons

Date Completed

Using Macros, Forms, and Templates

- a) **Geneva Health** (Hands-on Exercises, pp. 623-645)
- b) **Survey Form** (Hands-on Exercises, pp. 646-650)
- c) **Title Page** (Skill Builder 17.1, pp. 654-655)
- d) **Page Border** (Skill Builder 17.2, pp. 655-656)
- e) **My Table** (Skill Builder 17.3, pp. 656-657)
- f) **Voucher Template & Final Voucher** (Skill Builders 17.4 & 17.5, pp. 658-661)
- g) **Wilson Template & Final Wilson Form** (Assessments 17.1 & 17.2, pp. 662-663)

Working with Word and XML

- a) **Book** (Hands-on Exercises, pp. 670-681)
- b) **Bestseller prices** (Hands-on Exercises, pp. 683-684)
- c) **Acme Memo** (Skill Builders 18.1 & 18.2, pp. 686-688)

MS EXCEL Lessons

Using Advanced Formatting and Analysis Tools

- a) **Bonus Analysis** (Hands-on Exercises, pp. 505-529)
- b) **Consolidated Compensation** (Skill Builder 15.1, pp. 531-534)
- c) **Loan Data Table** (Skill Builder 15.2, pp. 534-536)
- d) **Financial Scenarios** (Skill Builder 15.3, pp. 536-538)
- e) **Consolidated Transaction** (Assessment 15.1, pp. 539-540)
- f) **Mortgage Data Table** (Assessment 15.2, p. 540)

Tracking the Status of a Project

- a) **Project Status** (Hands-on Exercises, pp. 549-568)
- b) **Project Status (Skill Builder)** (Skill Builder 16.1 & 16.2, pp. 570-571)
- c) **Acme Auto Sales** (Skill Builder 16.3, pp. 572-573)

MS ACCESS Lessons

- a) Creating Tables & Entering Data
- b) Modifying and Maintaining Tables
- c) Working with Forms and Reports
- d) Getting Answers with Queries
- e) Creating Advanced Queries
- f) Customizing Forms and Using Advanced Controls
- g) Working with Subforms and Calculated Controls

Project 1 – Using MS Office Word 2003

- Letter of Application & Resume & Letter of Thank You
- Job Hunting Portfolio

Project 2 – Using MS Office Excel 2003

- Federal & State Income Tax Worksheets (Simple Forms)
- Bank Statement Reconciliation

Project 3 – Using MS Office PowerPoint 2003

- Slide Show of “Assignment Links”
- Personal Choice & Own Design (images, texts, resources, etc.)