

**Intermediate 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) **Bakery Flyer** (Hands-on Exercises, pp. 247-266).....
- b) **Wetlands** (Skill Builder 7.2, p. 272).....
- c) **Family Tree** (Skill Builder 7.3, pp. 273-275)

Creating a Newsletters

- a) **Newsletter** (Hands-on Exercises, pp. 287-300).....
- b) **New Year News** (Skill Builder 8.1, pp. 302-304).....
- c) **New Year News 2** (Skill Builder 8.2, pp. 304-305).....

Creating an Employee Policy Manual

- a) **Employee Manual** (Hands-on Exercises, pp. 317-337).....
- b) **Courses** (Skill Builder 9.3, pp. 341-342)
- c) **Portfolio Risk** (Skill Builder 9.4, p. 343)

Using Mail Merge

- a) **Data Source & Form Letter** (Hands-on 13.1 – 13.6, pp. 466-480).....
- b) **Envelope Main Doc** (Hands-on 13.7, pp. 482-483).....
- c) **Labels Main Doc** (Hands-on 13.8, pp. 484-485)
- d) **Library Letter** & Library Data Source (Hands-on 13.9, pp. 486-488).....
- e) **Data Source 2 & Form Letter 2** (Skill Builder 13.1, pp. 490-492).....

Working with Advanced Tables & Excel Integration

- a) **Johnson Acct** (Hands-on Exercises, pp. 402-524).....
- b) **Order Table** (Skill Builder 14.1, pp. 526-527).....
- c) **Budget** (Skill Builder 14.2, pp. 527-528).....
- d) **Fair Flyer** (Skill Builder 14.3, pp. 529-530).....

MS EXCEL Lessons

Date Completed

Working with Large Worksheets

- a) **Home Budget** (Hands-on Exercises, pp. 221-236).....
- b) **Balance Due Report** (Skill Builder 7.2 & 7.3, pp. 239-240)
- c) **Macy Cook Expenses** (Assessment 7.2, p. 243)

Introducing Templates and Graphics

- a) **Fall Gold Results** from Race Results template (Hands-on Exercises, pp. 321-329)
- b) **Fall Silver Results** (Skill Builder 8.1, pp. 331-332)
- c) **Q1 Sales Graphic** (Assessment 8.1, p. 272).....
- d) **Q1 Sales Graphic – updated** (Assessment 8.3, pp. 274-275)

Working with Multiple-Sheet Workbooks

- a) **Federal Grant** (Hands-on Exercises, pp. 280-304).....
- b) **Testing** (Skill Builder 9.1, pp. 306-307).....
- c) **2003 Sales** (Skill Builders 9.2, 9.3, 9.4, & 9.5, pp. 307-313)

Using Financial Functions and Data Analysis

- a) **Car Loan** (Hands-on Exercises, pp. 321-329).....
- b) **Home Mortgage** (Skill Builder 10.1, pp. 331-332).....
- c) **College Fund Goal** (Skill Builder 10.2 & 10.3, pp. 332-333)

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