

Introduction to MS Office Word 2003

ASSIGNMENT CHECKLIST

Textbook: **Microsoft® Office Word 2003: Comprehensive Course** developed by Jill Murphy & Russel Stolins, Labyrinth Publications, El Sobrante, CA, 2003.

Lesson 2: Creating and Editing Business Letters

- a. Skill Builder 2.1 [*Thompson Letter*] pp. 61-62
- b. Skill Builder 2.5 [*Jake Wilson Letter*] p. 68
- c. Assessment 2.1 [*Lee Letter*] p. 69

Lesson 3: Creating a Memorandum & a Press Release

- a. Skill Builder 3.2 [*Jackson Memo*] p. 110
- b. Skill Builder 3.3 [*Bird Watcher*] p. 111

Lesson 4: Creating a Simple Report

- a. Skill Builder 4.1 [*Adventures*] pp. 153-154
- b. Skill Builder 4.2 [*Quotations*] p. 155
- c. Assessment 4.1 [*Handbook*] p. 158
- d. Assessment 4.2 [*Success*] p. 159

Project 1: Reviewing Lessons 2-4

- More Practice:
 - ✓ Skill Builder 2.4 [*Main*] pp. 66-67
 - ✓ Assessment 2.2 [*Jackson Letter*] p. 70
 - ✓ Assessment 2.3 [*Rearrange*] p. 71
 - ✓ Skill Builder 3.1 [*Yard Sale*] p. 109
 - ✓ Skill Builder 3.4 [*Ota Letter*] p. 112
 - ✓ Assessment 3.2 [*Heywood Letter*] p. 114
 - ✓ Assessment 4.3 [*Cars*] pp. 156-157
- Concepts Review
 - ✓ Lesson 2 (p. 60)
 - ✓ Lesson 3 (pp. 107-108)
 - ✓ Lesson 4 (p. 152)

Lesson 5: Creating a Flyer

- a. Hands-on 5.1 to 5.6 [*Eco Flyer*] pp. 165-182
- b. Hands-on 5.7 to 5.10 [*Eco Flyer (keyboard)*] pp. 184-190
- c. Skill Builder 5.1 [*Working with Clip Art*] pp. 193-194
- d. Skill Builder 5.2 [*Clip Organizer*] pp. 194-195
- e. Skill Builder 5.3 [*Picture Practice*] p. 196

Lesson 6: Working with Table

- a. Hands-on 6.1 to 6.12 [*Resume*] pp. 212-230
- b. Skill Builder 6.1 [*Car Parts*] p. 232
- c. Skill Builder 6.2 [*Sales Table*] pp. 233-234
- d. Skill Builder 6.3 [*Cust List*] p. 237

Project 2: Reviewing Lessons 5-6

- More Practice:
 - ✓ Skill Builder 5.5 [*My Flyer*] pp. 198-199
 - ✓ Skill Builder 6.4 [*Functional Resume*] pp. 235-236
 - ✓ Assessment 6.2 [*Sample*] p. 238
- Concepts Review
 - ✓ Lesson 5 (pp. 191-192)
 - ✓ Lesson 6 (pp. 231)

Introduction to MS Office Excel 2003

ASSIGNMENT CHECKLIST

Textbook: *Microsoft® Office Excel 2003: Comprehensive Course* developed by Judy Mardar & Russel Stolins, Labyrinth Publications, El Sobrante, CA, 2003.

Lesson 1: Creating a Simple Worksheet

- a. Hands-on 1.1 to 1.12 [*Weekly Sales*] pp. 7-13
- b. Skill Builders 1.1 to 1.3 [*Order Tracking*] pp. 30-32
- c. Assessment 1.1 [*Q1 Expenses*] p. 33
- d. Assessment 1.2 [*Complete Order Tracking*] p. 34

Lesson 2: Expanding on the Basics

- a. Hands-on 2.1 to 2.9 [*Income Expense*] pp. 42-51
- b. Skill Builder 2.1 [*Customers*] pp. 55-56
- c. Skill Builder 2.2 [*Benefit Plan*] p. 56-57
- d. Assessment 2.1 [*Bonuses*] p. 58

Lesson 3: Introducing Formulas and Functions

- a. Hands-on 3.1 to 3.9 [*Quarterly Reports*] pp. 66-87
- b. Skill Builder 3.1 [*Benefit Plan*] p. 89
- c. Skill Builder 3.2 [*Orders and Returns*] p. 89
- d. Skill Builder 3.3 [*Greeting Cards*] p. 90
- e. Skill Builder 3.4 [*January Commissions*] p. 91

Project 1: Reviewing Lessons 1-3

- More Practice:
 - ✓ Assessment 1.3 [*Stamps Sale*] pp. 34-35
 - ✓ Assessment 2.3 [*Phone Numbers*] p. 59
 - ✓ Assessment 3.2 [*Accounts Receivable*] p. 93
 - ✓ Assessment 3.3 [*Jan Price Change*] p. 94
 - ✓ Assessment 3.4 [*2009 Projected Income*] p. 95
- Concepts Review
 - ✓ Lesson 1 (p. 29)
 - ✓ Lesson 2 (p. 54)
 - ✓ Lesson 3 (p. 88)

Lesson 4: Formatting Cell Contents

- a. Hands-on 4.1 to 4.13 [*Statements*] pp. 103-127
- b. Skill Builder 4.1 [*Postcards*] p. 129
- c. Skill Builder 4.2 [*Corporate Budget*] p. 130
- d. Skill Builder 4.3 [*Expense Tracking*] pp. 130-131
- e. Assessment 4.3 [*Atlantic Pools*] p. 134

Lesson 5: Working with Dates and Text Features, and Restructuring Worksheets

- a. Hands-on 5.1 to 5.10 [*Checkbook Register*] pp. 140-162
- b. Skill Builder 5.1 [*Defective Items*] pp. 164-165
- c. Skill Builder 5.2 [*Rec Aging Report*] p. 166-168
- d. Skill Builder 5.3 [*Filmore Petroleum*] pp. 168-169

Lesson 6: Create an Impact with Charts

- a. Hands-on 6.1 to 6.15 [*Autosoft Qtrly Sales*] pp. 181-204
- b. Skill Builder 6.1 [*Enrollments*] pp. 206-207
- c. Skill Builder 6.2 [*Expenses*] pp. 209-211

Project 2: Reviewing Lessons 4-6

- More Practice:
 - ✓ Assessment 4.1 [*Account Rec*] p. 132
 - ✓ Assessment 4.2 [*Family Allowance*] p. 133
 - ✓ Assessment 5.1 [*Account Receivable*] p. 171
 - ✓ Assessment 5.2 [*Performance Evals*] p. 172
 - ✓ Assessment 6.3 [*Accts Rec Rpt*] p. 215
- Concepts Review
 - ✓ Lesson 4 (p. 128)
 - ✓ Lesson 5 (p. 163)
 - ✓ Lesson 6 (p. 205)