

## VESL/Business/Computer Applications

### ASSIGNMENT CHECKLIST – Introductory Level

- |                                       |                                        |
|---------------------------------------|----------------------------------------|
| 1. MS Office WORD 2003 – Practice 1   | 1. MS Office EXCEL 2003 – Practice 1   |
| 2. MS Office WORD 2003 – Practice 2   | 2. MS Office EXCEL 2003 – Practice 2   |
| 3. MS Office WORD 2003 – Practice 3   | 3. MS Office EXCEL 2003 – Practice 3   |
| 4. MS Office WORD 2003 – Practice 4   | 4. MS Office EXCEL 2003 – Practice 4   |
| 5. MS Office WORD 2003 – Practice 5   | 5. MS Office EXCEL 2003 – Practice 5   |
| 6. MS Office WORD 2003 – Practice 6   | 6. MS Office EXCEL 2003 – Practice 6   |
| 7. MS Office WORD 2003 – Practice 7   | 7. MS Office EXCEL 2003 – Practice 7   |
| 8. MS Office WORD 2003 – Practice 8   | 8. MS Office EXCEL 2003 – Practice 8   |
| 9. MS Office WORD 2003 – Practice 9   | 9. MS Office EXCEL 2003 – Practice 9   |
| 10. MS Office WORD 2003 – Practice 10 | 10. MS Office EXCEL 2003 – Practice 10 |
| 11. MS Office WORD 2003 – Practice 11 | 11. MS Office EXCEL 2003 – Practice 11 |
| 12. MS Office WORD 2003 – Practice 12 | 12. MS Office EXCEL 2003 – Practice 12 |
| 13. MS Office WORD 2003 – Practice 13 | 13. MS Office EXCEL 2003 – Practice 13 |
| 14. MS Office WORD 2003 – Practice 14 | 14. MS Office EXCEL 2003 – Practice 14 |
| 15. MS Office WORD 2003 – Practice 15 | 15. MS Office EXCEL 2003 – Practice 15 |

### Extra Assignments (Optional)

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|--------|--------|---------|---------|---------|
| Job #1 | Job #5 | Job #9  | Job #13 | Job #17 |
| Job #2 | Job #6 | Job #10 | Job #14 | Job #18 |
| Job #3 | Job #7 | Job #11 | Job #15 | Job #19 |
| Job #4 | Job #8 | Job #12 | Job #16 | Job #20 |

Certificate: ***Introduction to MS Office Word 2003 & Excel 2003***

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