

**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.) .....