

Introduction to MS Office Word & 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

Creating and Editing Business Letters

- a) **Sales Letter** (Hands-on Exercises, pp. 33-59)
- b) **Thompson Letter** (Skill Builder 2.1, pp. 61-62)
- c) **Jackson Letter** (Assessment 2.2, p. 70)

Creating a Memorandum and Press Release

- a) **Memo** (Hands-on Exercises, pp. 77-106)
- b) **Jackson Memo** (Skill Builder 3.2, p. 110)

Creating a Simple Report (with Margins and Lists)

- a) **Computer** (Hands-on Exercises, pp. 122-151)
- b) **Adventure** (Skill Builder 4.1, pp. 152-154)
- c) **Cars** (Skill Builder 4.3, pp. 156-157)

Creating a Flyer

- a) **Eco Flyer - Keyboard** (Hands-on Exercises, pp. 165-190)
- b) **Picture Practice** (Skill Builder 5.3, pp. 196-197)
- c) **My Flyer** (Skill Builders 5.4 & 5.5, pp. 198-199)

Working with Tables

- a) **Resume** (Hands-on Exercises, pp. 212-230)
- b) **Car Parts** (Skill Builder 6.1, p. 232)
- c) **Sign-in** (Skill Builder 6.3, p. 234)

MS EXCEL Lessons

Date Completed

Creating a Simple Worksheet

- a) **Weekly Sales** (Hands-on Exercises, pp. 7-28)
- b) **Order Tracking** (Skill Builders 1.1, 1.2 & 1.3; pp. 30-32)

Expanding on the Basics

- a) **Income Expense** (Hands-on Exercises, pp. 42-53)
- b) **Benefits Plan** (Skill Builder 2.2, pp. 56-57)

Introducing Formulas & Functions

- a) **Quarterly Reports** (Hands-on Exercises, pp. 66-87)
- b) **Greeting Cards** (Skill Builder 3.3, p. 90)
- c) **January Commissions** (Skill Builder 3.4, p. 91)
- d) **Account Receivable** (Assessment 3.2, p. 93)

Formatting Cell Contents

- a) **Inc Statement** (Hands-on Exercises, pp. 103-127)
- b) **Account Rec.** (Assessment 4.1, p. 132)
- c) **Family Allowance** (Assessment 4.2, p. 133)

Creating an Impact with Charts

- a) **Autosoft Qurlly Sales** (Hands-on Exercises, pp. 181-204)
- b) **Expenses** (Skill Builder 6.3, pp. 209-211)
- c) **Budget Analysis** (Assessment 6.2, p. 214)

<i>MS Office PowerPoint 2003 and/or MS Office Access 2003 (optional)</i>