

## 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) .....

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