

SUMMER 2007

**Assignment Checklist**

<u>Project/Lesson</u>	<u>Learning Tasks</u>	<u>Completed Date</u>
Project 1 – DataList1	Create the 1 <sup>st</sup> data list with 15-20 personal contacts (data list given by the teacher)	<u>Teacher's initials</u>
Project 1 – DataList2	Create the 2 <sup>nd</sup> data list with 15-20 business personal contacts (data list given by the teacher)	<u>Teacher's initials</u>
Project 1 – DataList3	Create the 3 <sup>rd</sup> data list with 15-20 personal/business contacts (data list selected by students)	<u>Teacher's initials</u>
Project 1 – SortingData	Integrate 3 different data lists into one workbook and then sort data in some alphabetic orders	<u>Teacher's initials</u>
Project 2 – Letter1	Create a block style letter in professional format	<u>Teacher's initials</u>
Project 2 – Letter2	Modify an existing letter to change its style to modified block	<u>Teacher's initials</u>
Project 2 – Mailing1	Create a mailing list having the same address	<u>Teacher's initials</u>
Project 2 – Mailing2	Create merged mailing lists with different data	<u>Teacher's initials</u>
Project 3 – LetterMerge1	Create merged letters with block style format	<u>Teacher's initials</u>
Project 3 – LetterMerge2	Create merged letters with modified block style	<u>Teacher's initials</u>
Project 3 – InvitationCard1	Create a simple invitation card	<u>Teacher's initials</u>
Project 3 – InvitationCard2	Create merged invitation cards	<u>Teacher's initials</u>

NOTE: A certificate of “*Integrated MS Office Word & Excel 2003*” will be granted upon the successful completion of ALL assignments.