

**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.