

SUMMER 2007

Assignment Checklist

| <u>Project/Lesson</u> | <u>Learning Tasks</u> | <u>Completed Date</u> |
|-----------------------------|---|---------------------------|
| Project 1 – DataList1 | Create the 1 st data list with 15-20 personal contacts (data list given by the teacher) | <u>Teacher's initials</u> |
| Project 1 – DataList2 | Create the 2 nd 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 rd 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.