

MS Excel 2003 Assignments

Textbook: *Microsoft Office Excel 2003 Comprehensive Course* by Labyrinth Publications in 2004.

<u>Lesson</u>	<u>Lesson Topics</u>	<u>Date Completed</u>
1	Creating a Simple Worksheet <ul style="list-style-type: none"><input type="radio"/> Hands-on Exercises (pp. 4-28) _____<input type="radio"/> Skill Builders (pp. 30-32) _____<input type="radio"/> Assessments (pp. 33-35) _____<input type="radio"/> Concepts Review (p. 29) _____	_____
2	Expanding on the Basics <ul style="list-style-type: none"><input type="radio"/> Hands-on Exercises (pp. 40-53) _____<input type="radio"/> Skill Builders (pp. 55-57) _____<input type="radio"/> Assessments (pp. 58-59) _____<input type="radio"/> Concepts Review (p. 54) _____	_____
3	Introducing Formulas and Functions <ul style="list-style-type: none"><input type="radio"/> Hands-on Exercises (pp. 60-87) _____<input type="radio"/> Skill Builders (pp. 89-91) _____<input type="radio"/> Assessments (pp. 92-95) _____<input type="radio"/> Concepts Review (p. 88) _____	_____
4	Formatting Cell Contents <ul style="list-style-type: none"><input type="radio"/> Hands-on Exercises (pp. 100-127) _____<input type="radio"/> Skill Builders (pp. 129-131) _____<input type="radio"/> Assessments (pp. 132-134) _____<input type="radio"/> Concepts Review (p. 128) _____	_____
5	Working with Dates and Text Features, and Restructuring Worksheets <ul style="list-style-type: none"><input type="radio"/> Hands-on Exercises (pp. 138-162) _____<input type="radio"/> Skill Builders (pp. 164-170) _____<input type="radio"/> Assessments (pp. 171-172) _____<input type="radio"/> Concepts Review (p. 163) _____	_____
6	Creating and Impact with Charts <ul style="list-style-type: none"><input type="radio"/> Hands-on Exercises (pp. 178-204) _____<input type="radio"/> Skill Builders (pp. 206-212) _____<input type="radio"/> Assessments (pp. 213-215) _____<input type="radio"/> Concepts Review (p. 205) _____	_____
<p>You've completed the <u>Introductory Level of MS Office Excel 2003</u>. Congratulations!</p>		
7	Working with Large Worksheets <ul style="list-style-type: none"><input type="radio"/> Hands-on Exercises (pp. 218-236) _____<input type="radio"/> Skill Builders (pp. 238-241) _____<input type="radio"/> Assessments (pp. 242-242) _____<input type="radio"/> Concepts Review (p. 237) _____	_____
8	Introducing Templates and Graphics <ul style="list-style-type: none"><input type="radio"/> Hands-on Exercises (pp. 246-264) _____<input type="radio"/> Skill Builders (pp. 266-271) _____<input type="radio"/> Assessments (pp. 272-275) _____<input type="radio"/> Concepts Review (p. 265) _____	_____

ATTENTION!
Please have teacher's initials
when ALL exercises of a
lesson are completed.

- 9 Working with Multiple-Sheet Workbooks**
- Hands-on Exercises (pp. 278-304) _____
 - Skill Builders (pp. 306-313) _____
 - Assessments (pp. 314-315) _____
 - Concepts Review (p. 305) _____

- 10 Using Financial Functions and Data Analysis**
- Hands-on Exercises (pp. 318-329) _____
 - Skill Builders (pp. 331-333) _____
 - Assessments (pp. 334-335) _____
 - Concepts Review (p. 330) _____

You've completed the Intermediate Level of MS Office Excel 2003. Congratulations!

- 11 Working with Lookup Functions, Custom Templates, and Auditing Tools**
- Hands-on Exercises (pp. 340-367) _____
 - Skill Builders (pp. 369-377) _____
 - Assessments (pp. 378-379) _____
 - Concepts Review (p. 368) _____

- 12 Exploring Macros and VBA**
- Hands-on Exercises (pp. 382-410) _____
 - Skill Builders (pp. 412-416) _____
 - Assessments (pp. 417-419) _____
 - Concepts Review (p. 411) _____

- 13 Introducing Databases**
- Hands-on Exercises (pp. 424-441) _____
 - Skill Builders (pp. 443-446) _____
 - Assessments (pp. 447-448) _____
 - Concepts Review (p. 442) _____

- 14 Using PivotTables, Styles, and Outlines**
- Hands-on Exercises (pp. 452-484) _____
 - Skill Builders (pp. 487-493) _____
 - Assessments (pp. 494-497) _____
 - Concepts Review (pp. 485-486) _____

- 15 Using Advanced Formatting and Analysis Tools**
- Hands-on Exercises (pp. 502-529) _____
 - Skill Builders (pp. 531-538) _____
 - Assessments (pp. 539-540) _____
 - Concepts Review (p. 530) _____

- 16 Tracking the Status of a Project**
- Hands-on Exercises (pp. 546-568) _____
 - Skill Builders (pp. 570-576) _____
 - Assessments (pp. 577-579) _____
 - Concepts Review (p. 569) _____
- Lesson 17
(Skipped)

- 18 Integrating and Sharing Data**
- Hands-on Exercises (pp. 626-655) _____
 - Concepts Review (pp. 656-657) _____

- 19 Integrating and Sharing Data**
- Hands-on Exercises (pp. 668-693) _____
 - Concepts Review (p. 694) _____

You've completed the Advanced Level of MS Office Excel 2003. Congratulations!