

MS Word 2003 Assignments

Textbook: *Microsoft Office Word 2003 Comprehensive Course* developed by Jill Murphy and Russell Stolins, Labyrinth Publications, El Sobrante, CA, 2004.

<u>Lesson</u>	<u>Lesson Topics</u>	<u>Date Completed</u>	
1	Understand Word Basics <ul style="list-style-type: none"><input type="radio"/> Hands-on Exercises (pp. 6-21) _____<input type="radio"/> Skill Builders (pp. 23-26) _____<input type="radio"/> Concepts Review (p. 22) _____	<div style="border: 1px solid blue; padding: 5px; text-align: center;">ATTENTION! Please have teacher's initials when ALL exercises of a lesson are completed.</div> _____ _____ _____ _____ _____ _____ _____	
2	Creating and Editing Business Letters <ul style="list-style-type: none"><input type="radio"/> Hands-on Exercises (pp. 30-59) _____<input type="radio"/> Skill Builders (pp. 61-68) _____<input type="radio"/> Assessments (pp. 69-71) _____<input type="radio"/> Concepts Review (p. 60) _____		
3	Creating a Memorandum and a Press Release <ul style="list-style-type: none"><input type="radio"/> Hands-on Exercises (pp. 76-105) _____<input type="radio"/> Skill Builders (pp. 109-112) _____<input type="radio"/> Assessments (pp. 113-114) _____<input type="radio"/> Concepts Review (pp. 106-108) _____		
4	Creating a Simple Report <ul style="list-style-type: none"><input type="radio"/> Hands-on Exercises (pp. 120-151) _____<input type="radio"/> Skill Builders (pp. 153-157) _____<input type="radio"/> Assessments (pp. 158-159) _____<input type="radio"/> Concepts Review (p. 152) _____		
5	Creating a Flyer <ul style="list-style-type: none"><input type="radio"/> Hands-on Exercises (pp. 164-190) _____<input type="radio"/> Skill Builders (pp. 193-199) _____<input type="radio"/> Assessments (pp. 200-202) _____<input type="radio"/> Concepts Review (pp. 191-192) _____		
6	Working with Tables <ul style="list-style-type: none"><input type="radio"/> Hands-on Exercises (pp. 208-230) _____<input type="radio"/> Skill Builders (pp. 232-236) _____<input type="radio"/> Assessments (pp. 237-238) _____<input type="radio"/> Concepts Review (p. 231) _____		
7	Working with Desktop Publishing <ul style="list-style-type: none"><input type="radio"/> Hands-on Exercises (pp. 246-268) _____<input type="radio"/> Skill Builders (pp. 270-279) _____<input type="radio"/> Assessments (pp. 280-281) _____<input type="radio"/> Concepts Review (p. 269) _____		
You've completed the <u>Introductory Level of MS Office Word 2003</u>. Congratulations!			
8	Create a Newsletter <ul style="list-style-type: none"><input type="radio"/> Hands-on Exercises (pp. 286-300) _____<input type="radio"/> Skill Builders (pp. 302-306) _____<input type="radio"/> Assessments (pp. 307-308) _____<input type="radio"/> Concepts Review (p. 301) _____		_____
9	Creating an Employee Policy Manual <ul style="list-style-type: none"><input type="radio"/> Hands-on Exercises (pp. 314-337) _____<input type="radio"/> Skill Builders (pp. 340-343) _____<input type="radio"/> Assessments (pp. 344-345) _____<input type="radio"/> Concepts Review (pp. 338-339) _____	_____	

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- 10 **Organizing Long Documents**
- Hands-on Exercises (pp. 350-373) _____
 - Skill Builders (pp. 375-381) _____
 - Assessments (pp. 382-385) _____
 - Concepts Review (p. 374) _____

- 11 **Creating a Research Paper**
- Hands-on Exercises (pp. 390-411) _____
 - Skill Builders (pp. 413-416) _____
 - Assessments (pp. 417-418) _____
 - Concepts Review (p. 412) _____

- 12 **Web Integration: Osting an Online Resume**
- Hands-on Exercises (pp. 422-449) _____
 - Skill Builders (pp. 451-455) _____
 - Assessments (pp. 456-457) _____
 - Concepts Review (p. 450) _____

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

- 13 **Using Mail Merge**
- Hands-on Exercises (pp. 464-488) _____
 - Skill Builders (pp. 490-495) _____
 - Assessments (pp. 406-498) _____
 - Concepts Review (p. 449) _____

- 14 **Working with Advanced Tables & Excel Integration**
- Hands-on Exercises (pp. 502-524) _____
 - Skill Builders (pp. 526-532) _____
 - Assessments (pp. 533-535) _____
 - Concepts Review (p. 525) _____

- 15 **Internet Integration: Collaborating Online with Word**
- Hands-on Exercises (pp. 540-564) _____
 - Skill Builders (pp. 566-573) _____
 - Assessments (pp. 574-575) _____
 - Concepts Review (p. 565) _____

- 16 **Integration: Collaborating in Workgroups with Word**
- Hands-on Exercises (pp. 580-604) _____
 - Skill Builders (pp. 607-614) _____
 - Assessments (pp. 615-617) _____
 - Concepts Review (p. 605-606) _____

- 17 **Using Macros, Forms, and Templates**
- Hands-on Exercises (622-652) _____
 - Skill Builders (pp. 654-661) _____
 - Assessments (pp. 662-663) _____
 - Concepts Review (p. 653) _____

- 18 **Working with Word & XML**
- Hands-on Exercises (pp. 668-684) _____
 - Skill Builders (pp. 686-688) _____
 - Assessments (p. 689) _____
 - Concepts Review (p. 685) _____

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