

## MICROSOFT OFFICE 2003: ESSENTIALS COURSE

### ASSIGNMENT CHECKLIST

Textbook: *Microsoft Office 2003: Essentials Course* developed by Brian Favro, Russell Stolins, Sandra Caldwell, Judy Mardar, Michelle Marotti, and Jill Murphy, Labyrinth Publications, El Sobrante, CA, 2004.

		<u>Completed Date</u>
<b>Lesson 1 – Computer Concepts</b>		<i>Teacher's initials</i> → _____
<input type="radio"/> Hands-on Exercises (pp. 5-37) _____	<input type="radio"/> Skill Builder/Assessment Exercises (p. 40) _____	
<input type="radio"/> Concepts Review (pp. 38-39) _____	<input type="radio"/> Reinforcement Exercises (if given) _____	
<b>Lesson 2 – Working with Windows Programs</b>		<i>Teacher's initials</i> → _____
<input type="radio"/> Hands-on Exercises (pp. 44-77) _____	<input type="radio"/> Skill Builder/Assessment Exercises (pp. 79-82) _____	
<input type="radio"/> Concepts Review (p. 78) _____	<input type="radio"/> Reinforcement Exercises (if given) _____	
<b>Lesson 3 – File Management and Online Help</b>		<i>Teacher's initials</i> → _____
<input type="radio"/> Hands-on Exercises (pp. 85-110) _____	<input type="radio"/> Skill Builder/Assessment Exercises (pp. 112-116) _____	
<input type="radio"/> Concepts Review (p. 111) _____	<input type="radio"/> Reinforcement Exercises (if given) _____	
<b>Lesson 4 – Browsing the Web</b>		<i>Teacher's initials</i> → _____
<input type="radio"/> Hands-on Exercises (pp. 121-143) _____	<input type="radio"/> Skill Builder/Assessment Exercises (pp. 145-151) _____	
<input type="radio"/> Concepts Review (p. 144) _____	<input type="radio"/> Reinforcement Exercises (if given) _____	
<b>Lesson 5 – Introducing Outlook 2003</b>		<i>Teacher's initials</i> → _____
<input type="radio"/> Hands-on Exercises (pp. 155-170) _____	<input type="radio"/> Skill Builder/Assessment Exercises (pp. 172-174) _____	
<input type="radio"/> Concepts Review (p. 171) _____	<input type="radio"/> Reinforcement Exercises (if given) _____	
<b>Lesson 6 – Sending &amp; Receiving Emails</b>		<i>Teacher's initials</i> → _____
<input type="radio"/> Hands-on Exercises (pp. 177-206) _____	<input type="radio"/> Skill Builder/Assessment Exercises (pp. 208-212) _____	
<input type="radio"/> Concepts Review (p. 207) _____	<input type="radio"/> Reinforcement Exercises (if given) _____	
<b>Lesson 7 – Creating and Editing Business Letters</b>		<i>Teacher's initials</i> → _____
<input type="radio"/> Hands-on Exercises (pp. 217-242) _____	<input type="radio"/> Skill Builder/Assessment Exercises (pp. 244-251) _____	
<input type="radio"/> Concepts Review (p. 243) _____	<input type="radio"/> Reinforcement Exercises (if given) _____	
<b>Lesson 8 – Creating a Memorandum and Press Release</b>		<i>Teacher's initials</i> → _____
<input type="radio"/> Hands-on Exercises (pp. 255-275) _____	<input type="radio"/> Skill Builder/Assessment Exercises (pp. 277-285) _____	
<input type="radio"/> Concepts Review (p. 276) _____	<input type="radio"/> Reinforcement Exercises (if given) _____	
<b>Lesson 9 – Professional Writing and Editing Tools</b>		<i>Teacher's initials</i> → _____
<input type="radio"/> Hands-on Exercises (pp. 289-303) _____	<input type="radio"/> Skill Builder/Assessment Exercises (pp. 305-309) _____	
<input type="radio"/> Concepts Review (p. 304) _____	<input type="radio"/> Reinforcement Exercises (if given) _____	
<b>Lesson 10 – Creating a Simple Report</b>		<i>Teacher's initials</i> → _____
<input type="radio"/> Hands-on Exercises (pp. 313-320) _____	<input type="radio"/> Skill Builder/Assessment Exercises (pp. 322-327) _____	
<input type="radio"/> Concepts Review (p. 321) _____	<input type="radio"/> Reinforcement Exercises (if given) _____	
<b>Lesson 11 – Margins and Lists</b>		<i>Teacher's initials</i> → _____
<input type="radio"/> Hands-on Exercises (pp. 331-343) _____	<input type="radio"/> Skill Builder/Assessment Exercises (pp. 345-352) _____	
<input type="radio"/> Concepts Review (p. 344) _____	<input type="radio"/> Reinforcement Exercises (if given) _____	
<b>Lesson 12 – Creating a Flyer</b>		<i>Teacher's initials</i> → _____
<input type="radio"/> Hands-on Exercises (pp. 357-379) _____	<input type="radio"/> Skill Builder/Assessment Exercises (pp. 381-388) _____	
<input type="radio"/> Concepts Review (p. 380) _____	<input type="radio"/> Reinforcement Exercises (if given) _____	
<b>Lesson 13 – Internet Integration: Emailing a Word Document</b>		<i>Teacher's initials</i> → _____
<input type="radio"/> Hands-on Exercises (pp. 395-401) _____	<input type="radio"/> Reinforcement Exercises (if given) _____	

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#### Lesson 14 – Creating and Editing a Simple Worksheet

*Teacher's initials* → \_\_\_\_\_

- Hands-on Exercises (pp. 405-429) \_\_\_\_\_
- Concepts Review (p. 430) \_\_\_\_\_
- Skill Builder/Assessment Exercises (pp. 431-436) \_\_\_\_\_
- Reinforcement Exercises (if given) \_\_\_\_\_

#### Lesson 15 – Expanding on the Basics

*Teacher's initials* → \_\_\_\_\_

- Hands-on Exercises (pp. 441-459) \_\_\_\_\_
- Concepts Review (p. 460) \_\_\_\_\_
- Skill Builder/Assessment Exercises (pp. 461-468) \_\_\_\_\_
- Reinforcement Exercises (if given) \_\_\_\_\_

#### Lesson 16 – Powerful Features and Automated Tools

*Teacher's initials* → \_\_\_\_\_

- Hands-on Exercises (pp. 473-497) \_\_\_\_\_
- Concepts Review (p. 498) \_\_\_\_\_
- Skill Builder/Assessment Exercises (pp. 497-503) \_\_\_\_\_
- Reinforcement Exercises (if given) \_\_\_\_\_

#### Lesson 17 – Creating an Impact with Charts

*Teacher's initials* → \_\_\_\_\_

- Hands-on Exercises (pp. 507-525) \_\_\_\_\_
- Concepts Review (p. 526) \_\_\_\_\_
- Skill Builder/Assessment Exercises (pp. 527-539) \_\_\_\_\_
- Reinforcement Exercises (if given) \_\_\_\_\_

#### Lesson 18 – Internet Integration: Creating Web Pages

*Teacher's initials* → \_\_\_\_\_

- Hands-on Exercises (pp. 541-547) \_\_\_\_\_
- Reinforcement Exercises (if given) \_\_\_\_\_

#### Lesson 19 – Creating Tables and Entering Data

*Teacher's initials* → \_\_\_\_\_

- Hands-on Exercises (pp. 551-580) \_\_\_\_\_
- Concepts Review (p. 581) \_\_\_\_\_
- Skill Builder/Assessment Exercises (pp. 582-587) \_\_\_\_\_
- Reinforcement Exercises (if given) \_\_\_\_\_

#### Lesson 20 – Forms and Reports

*Teacher's initials* → \_\_\_\_\_

- Hands-on Exercises (pp. 593-604) \_\_\_\_\_
- Concepts Review (p. 605) \_\_\_\_\_
- Skill Builder/Assessment Exercises (pp. 606-612) \_\_\_\_\_
- Reinforcement Exercises (if given) \_\_\_\_\_

#### Lesson 21 – Getting Answers with Queries

*Teacher's initials* → \_\_\_\_\_

- Hands-on Exercises (pp. 617-640) \_\_\_\_\_
- Concepts Review (p. 641) \_\_\_\_\_
- Skill Builder/Assessment Exercises (pp. 642-647) \_\_\_\_\_
- Reinforcement Exercises (if given) \_\_\_\_\_

#### Lesson 22 – Analyzing Access Data with Excel

*Teacher's initials* → \_\_\_\_\_

- Hands-on Exercises (pp. 651-655) \_\_\_\_\_
- Reinforcement Exercises (if given) \_\_\_\_\_

#### Lesson 23 – Creating and Delivering a Presentation

*Teacher's initials* → \_\_\_\_\_

- Hands-on Exercises (pp. 659-690) \_\_\_\_\_
- Concepts Review (p. 691) \_\_\_\_\_
- Skill Builder/Assessment Exercises (pp. 692-697) \_\_\_\_\_
- Reinforcement Exercises (if given) \_\_\_\_\_

#### Lesson 24 – Clip Art, Transitions, and Animation

*Teacher's initials* → \_\_\_\_\_

- Hands-on Exercises (pp. 703-721) \_\_\_\_\_
- Concepts Review (p. 722) \_\_\_\_\_
- Skill Builder/Assessment Exercises (pp. 725-729) \_\_\_\_\_
- Reinforcement Exercises (if given) \_\_\_\_\_

#### Lesson 25 – Integration Project: Multitasking with Office 2003

*Teacher's initials* → \_\_\_\_\_

- Hands-on Exercises (pp. 736-757) \_\_\_\_\_
- Reinforcement Exercises (if given) \_\_\_\_\_

*Click ONE of the following links to download different computer software applications assignment levels:*

- Intro to MS Word 2003
- Intermediate MS Word 2003
- Advanced MS Word 2003
- Intro to MS Excel 2003
- Intermediate MS Excel 2003
- Advanced MS Excel 2003
- Essentials of MS PowerPoint 2003
- Essentials of MS Access 2003
- Customized by student (mixed subjects)

Teacher's emails: [junenguyen@pacbell.net](mailto:junenguyen@pacbell.net) OR [VESL\\_junenguyen@yahoo.com](mailto:VESL_junenguyen@yahoo.com)

Learning websites: [WWW.CHECLEC.NET](http://WWW.CHECLEC.NET) OR [www.VESLOnline.net](http://www.VESLOnline.net)