

## Comprehensive Course of MS Office Word & Excel 2003 Student Assignment Checklist

Textbooks: (1) *Microsoft Office Word 2003: Comprehensive Course* developed by Labyrinth Publications, El Sobrante, CA, 2004; and (2) *Microsoft Office Excel 2003: Comprehensive Course* developed by Labyrinth Publications, El Sobrante, CA, 2004.

### MS WORD Lessons

Date Completed

#### Creating and Editing Business Letters

- a) Skill Builder 2.1 (Block-Style Letter, p. 61) .....
- b) Skill Builder 2.5 (Personal-Style Business Letter, p. 68) .....
- c) Assessment 2.1 (Modified Block-Style Letter, p. 69) .....

#### Creating a Memorandum and Press Release

- a) Skill Builder 3.2 (Create a Memorandum, p. 110) .....
- b) Skill Builder 3.3 (Use Spell Check and Find & Replace, 111) .....

#### Creating a Simple Report (with Margins and Lists)

- a) Skill Builder 4.1 (Create a Policies & Procedures Page, pp. 153-154) .....
- b) Assessment 4.1 (Create a Handbook Using Indents, p. 158) .....
- c) Assessment 4.2 (Use Line Spacing, Numbering, and Indenting, p. 159) .....

#### Creating a Flyer

- a) Skill Builder 5.1 (Insert Clip Art from the Task Pane, pp. 193-194) .....
- b) Skill Builder 5.2 (Use the Clip Organizer, pp. 194-195) .....
- c) Skill Builder 5.4 (Create a Custom Watermark, p. 197) .....

#### Working with Tables

- a) Skill Builder 6.1 (Create & Format a Table, p. 232) .....
- b) Skill Builder 6.3 (Create a Sign-in Sheet, pp. 234-235) .....
- c) Skill Builder 6.4 (Create Your Own Functional Resume, pp. 235-236) .....

#### Working with Desktop Publishing

- a) Skill Builder 7.3 (Practice with Drawing Objects, pp. 273-275) .....
- b) Skill Builder 7.4 (Create an Organization Chart with the Diagram Gallery, pp. 276-277) ...
- c) Skill Builder 7.5 (Use the Drawing Canvas, pp. 277-279).....

#### Creating a Newsletters .... *Newsletter Text* (for Hands-on Exercises)

- a) Skill Builder 8.1 (Set Up a Newsletter, pp. 302-304) *New Year* .....
- b) Skill Builder 8.2 (Insert a Next Page Section Break, pp. 304-305) *New Year News 2* .....
- c) Assessment 8.1 (Format a Newsletter, p. 307) Open the file *Conservation* .....

#### Creating an Employee Policy Manual

- a) Skill Builder 9.1 (Working with Styles, p. 340) *Instructor Profiles* .....
- b) Skill Builder 9.2 (Create and Apply a Character Style, p. 341) *Flexico* .....
- c) Skill Builder 9.3 (Apply Styles and Add a Title Page, pp. 341-342) .....
- d) Assessment 9.1 (Apply Styles and Modify Styles, p. 344) *Qualifications* .....

#### Organizing Long Documents

- a) Skill Builder 10.1 (Use Multiple Headers and Footers, pp. 375-378) *Heart Text - Forest Text* .....
- b) Skill Builder 10.2 (Create a Table of Contents, pp. 379-380) *Recipes* .....
- c) Skill Builder 10.3 (Create a Cross References, pp. 380-381) *Vacation Rentals* .....
- d) Assessment 10.2 (Create an Index, pp. 383-385) *B & B* .....

#### Creating a Research Paper

- a) Skill Builder 11.1 (Insert and Delete Footnotes and...pp. 413-414) *Garden Pamphlet* .....
- b) Skill Builder 11.2 (Work with Document Properties, pp. 414-415) *English Garden* ....
- c) Skill Builder 11.3 (Create a Table of Authorities, pp. 415-416) *To A* .....
- d) Assessment 11.1 (Create a Table of Figures and Captions, p. 417) .....

Using Mail Merge

- a) Skill Builder 13.1 (Set up a New Mail Merge, pp. 490-492) .....
- b) Skill Builder 13.2 (Edit a Form Letter and Data Source, pp. 493-494) .....
- c) Skill Builder 13.3 (Generate Mailing Labels, pp. 495-496) .....
- d) Assessment 13.1 (Merge a Form Letter with Data Source, pp. 496-497) .....
- e) Assessments 13.2 & 12.3 (Generate Envelopes & Labels, pp. 497-498) .....

Working with Advanced Tables & Excel Integration

- a) Skill Builder 14.1 (Set up an Order Tracking Table, pp. 526-527) .....
- b) Skill Builder 14.2 (Embed an Excel Worksheet, pp. 527-528) .....
- c) Skill Builder 14.3 (Insert Pictures in Tables, pp. 529-530) .....
- d) Skill Builder 14.4 (Work with Table Styles, pp. 530-532) .....
- e) Assessment 14.1 (Work with Tables, Pictures, and Custom Tabs, p. 533) .....
- f) Assessment 14.2 (Use Table AutoFormat and Merge Cells, p. 534) .....
- g) Assessment 14.3 (Embed an Excel Worksheet, p. 535) .....

Using Macros, Forms, and Templates

- a) Skill Builder 17.1 (Record A Section Break Macro, pp. 654-655) .....
- b) Skill Builder 17.2 (Record a Page Border Macro, pp. 655-656) .....
- c) Skill Builder 17.3 (Create a Table Macros, pp. 656-657) .....
- d) Skill Builder 17.4 (Record a Postcard Macro, p. 658) .....
- e) Skill Builder 17.5 (Create an Electronic Form, pp. 658-659) .....

Working with Word and XML (optional)

- a) Hands-on Exercises (pp. 668-684) .....
- b) Concepts Review (p. 685) .....

**MS EXCEL Lessons**

Date Completed

Creating a Simple Worksheet

- a) Skill Builders 1.1 & 1.2 & 1.3 (Create a Worksheet & Enter Data Using AutoComplete and AutoFill, pp. 30-32) .....
- b) Assessment 1.2 (Edit a Workbook, p. 34) .....

Expanding on the Basics

- a) Assessment 2.3 (Work with AutoCorrect, p. 59) .....

Introducing Formulas & Functions

- a) Skill Builder 3.4 (Use Absolute References, p. 91).....
- b) Assessment 3.1 (Create Simple Formulas, p. 92).....
- c) Assessment 3.2 (Use AVERAGE, MIN and MAX, p. 93) .....
- d) Assessment 3.4 (Create a Financial Report, p. 95).....

Formatting Cell Contents

- a) Skill Builder 4.1 (Use Copy and Paste, p. 129).....
- b) Skill Builder 4.3 (Copy Data and Formats, pp 130-131).....
- c) Assessment 4.1 (Format and Enhance a Worksheet, p. 132).....

Creating an Impact with Charts

- a) Skill Builder 6.1 (Create a Column Chart, p. 206).....
- b) Skill Builder 6.3 (Create Pie Charts, pp 209-210).....
- c) Skill Builder 6.4 (Create a Line Chart, pp. 211-212) .....

Working with Large Worksheets

- d) Skill Builders 7.1 (Insert Formulas & Sort Rows, p. 238) *Aging Report* .....
- e) Skill Builders 7.2 (Use Multiple Sort Keys, p. 239) *Balance Due Report* .....
- f) Skill Builder 7.4 (Print a Large Worksheet on One Page, p. 241) *Volume Comparison*.....

Working with Multiple-Sheet Workbooks

- a) Skill Builder 9.1 (Copy & Format Worksheets, pp. 306-307) *Testing* .....
- b) Skill Builder 9.2 (Copy & Insert Worksheets, pp. 307-308) .....
- c) Skill Builder 9.3 (Name Ranges & Link with Formulas, pp. 309-310) .....
- d) Skill Builder 9.4 (Format Multiple Sheets, pp. 310-312).....
- e) Skill Builder 9.5 (Create a Digital Signature, pp. 312-313) .....

Using Financial Functions and Data Analysis

- f) Skill Builder 10.1 (Use the PMT Function and Solver, pp 331-332).....
- g) Skill Builder 10.2 (Use the FV Function, pp. 332-333) .....
- h) Skill Builder 10.3 (Use Goal Seek, p. 333) .....

Working with Lookup Functions, Custom Templates, and Auditing Tools

- i) Skill Builder 11.1 (Create a Table\_Array and VLOOKUP Function, pp. 369-370)....
- j) Skill Builder 11.2 (Create Formulas & VLOOKUP Functions, pp 370-372).....
- k) Skill Builder 11.4 (Create a Template, pp. 374-376) .....
- l) Skill Builder 11.5 (Use a Template, p. 377) .....

Creating a Personal Workbook Macro

- a) Skill Builder 12.1 (Create a Personal Workbook Macro, p. 412) .....
- b) Skill Builder 12.2 (Create a Print Macro, p. 413) .....
- c) Skill Builder 12.3 (Create a Formatting Macro, p. 414) .....
- d) Skill Builder 12.4 (Create a Macro to a Button, pp. 415-416).....
- e) Assessment 12.1 (Create a Macro that Insert the Date, pp. 417-418) .....
- f) Assessment 12.2 (Create Macros and Assign Buttons to Them, p. 418) .....
- g) Assessment 12.3 (Delete Personal Workbook Macros, p. 419) .....

Introducing Database

- h) Skill Builder 13.1 (Use Subtotals, p. 443) *Sales Database* .....
- i) Skill Builder 13.2 (Set up a Database, p. 444) .....
- j) Skill Builder 13.3 (Use Subtotals, pp. 444-445) .....

Using PivotTables, Styles, and Outlines (Optional)

- k) Skill Builder 14.1 (Create a PivotTable, pp. 487-488) .....
- l) Skill Builder 14.2 (Create a PivotChart, pp. 488-489).....
- m) Skill Builder 14.3 (Work with Trendlines, pp. 489-491) *Shelter Occupancy* .....
- n) Skill Builder 14.4 (Create and Apply Styles, pp. 491-492) .....
- o) Skill Builder 14.5 (Outline a Worksheet, pp. 492-493) .....

Using Advanced Formatting and Analysis Tools (Optional)

- p) Skill Builder 16.1 (Create 3-D Cell Reference, p. 570) .....
- q) Skill Builder 16.2 (Use the IF Function, p. 571).....
- r) Skill Builder 16.3 (Filter a List, pp. 572-573) *Acme Auto Sales* .....
- s) Skill Builder 16.5 (Format with Styles, pp. 575-576).....

***MS Office PowerPoint 2003 and/or MS Office Access 2003 (optional)***