

# Computer Software Applications

## ASSIGNMENT CHECKLIST – Essentials of MS Office 2003

- |                                       |  |
|---------------------------------------|--|
| 1. MS Office WORD 2003 – Practice 1   | 1. MS Office EXCEL 2003 – Practice 1   |
| 2. MS Office WORD 2003 – Practice 2   | 2. MS Office EXCEL 2003 – Practice 2   |
| 3. MS Office WORD 2003 – Practice 3   | 3. MS Office EXCEL 2003 – Practice 3   |
| 4. MS Office WORD 2003 – Practice 4   | 4. MS Office EXCEL 2003 – Practice 4   |
| 5. MS Office WORD 2003 – Practice 5   | 5. MS Office EXCEL 2003 – Practice 5   |
| 6. MS Office WORD 2003 – Practice 6   | 6. MS Office EXCEL 2003 – Practice 6   |
| 7. MS Office WORD 2003 – Practice 7   | 7. MS Office EXCEL 2003 – Practice 7   |
| 8. MS Office WORD 2003 – Practice 8   | 8. MS Office EXCEL 2003 – Practice 8   |
| 9. MS Office WORD 2003 – Practice 9   | 9. MS Office EXCEL 2003 – Practice 9   |
| 10. MS Office WORD 2003 – Practice 10 | 10. MS Office EXCEL 2003 – Practice 10 |
| 11. MS Office WORD 2003 – Practice 11 | 11. MS Office EXCEL 2003 – Practice 11 |
| 12. MS Office WORD 2003 – Practice 12 | 12. MS Office EXCEL 2003 – Practice 12 |
| 13. MS Office WORD 2003 – Practice 13 | 13. MS Office EXCEL 2003 – Practice 13 |
| 14. MS Office WORD 2003 – Practice 14 | 14. MS Office EXCEL 2003 – Practice 14 |
| 15. MS Office WORD 2003 – Practice 15 | 15. MS Office EXCEL 2003 – Practice 15 |

### Other Subject Assignments (Optional)

PowerPoint 1	PowerPoint 5	Access 1	Access 5	Project #1
PowerPoint 2	PowerPoint 6	Access 2	Access 6	Project #2
PowerPoint 3	PowerPoint 7	Access 3	Access 7	Project #3
PowerPoint 4	PowerPoint 8	Access 4	Access 8	Project #4

Certificate: *MS Office 2003: Essentials Course*  
will be granted upon successful completion of assignments