

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

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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!**