

WORD

Using the Text Book Learning Microsoft Office Word 2003

Key each of the following and create a section for them and place them in your Company Portfolio. Attach a cover sheet and hand in the material for each project.

LEVEL – 1

LEVEL – 2

Lesson 1 Word 2003 Basics Exercises 1 – 5, pp. 2 – 30 Nothing to print	Lesson 6 Manage Documents Exercises 32 – 36, pp. 162 – 182 Hand in all exercises, except Ex. 36
Lesson 2 Create, Save, and Print Documents Exercises 6 – 14, pp. 30 – 78 Hand in all exercises except 6	Lesson 7 Creating Tables Exercises 37 – 44, pp. 184 – 220 Hand in all exercises
Lesson 3 Open and Edit Documents Exercises 15 – 19, pp. 80 – 100 Hand in all exercises	Lesson 8 Merge Exercises 45 – 49, pp. 222 – 246 Hand in all exercises except Ex. 47 <i>Only print 1 Page of Merged Documents</i>
Lesson 4 Text Formatting Exercises 20 – 25, pp. 102 – 139 Hand in all exercises	Lesson 9 Multiple-Page Documents Exercises 50 – 58, pp. 248 – 306 Hand in all exercises except Ex. 54
Lesson 5 Document Formatting Exercises 26 – 31, pp. 132 – 160 Hand in all exercises	

- **UPON COMPLETION OF LESSONS IN EACH LEVEL – SHOW THE INSTRUCTOR ALL WORK TO GET CREDIT FOR THE LEVEL**

Put a header on each document. Include your name, filename and date. For example:

Paul Sadler
30Class – 1/21/05

Spell check and proofread all documents. You and only you are responsible for the accuracy of your documents.

Print preview your documents before you send them to the printer.

Print only ONCE!

Three hole punch your documents and put them in your company portfolio.

Save your documents to your Company folder on the H: drive