

# Intro to Software Applications

## Introduction (Two assignments)

### Windows XP, Computer Concepts, and The Internet and World Wide Web:

Reading assignment: Getting Started with Microsoft Windows XP: Pages 1 – 64

Practice with Windows XP (pages 67 – 69)

Exercise 1

Exercise 3

Getting Started: Essential Computing Concepts: Pages 889 - 942

The Internet and the WWW: Welcome to Cyberspace: Pages 825 - 876

Exploring the Internet (pages 879 – 886)

Exercise 1

Exercise 2

Exercise 3

## Microsoft Word 2003 Labs

### Chapter 1: Microsoft Word: What Will Word Processing Do for Me?

Reading Assignment: Chapter 1, Pages 73 - 109

Practice with Word (pages 113 – 119)

Exercise 2

Exercise 3

Exercise 7

Mini Cases: Student Questionnaire

### Chapter 2: Gaining Proficiency: Editing and Formatting

Reading Assignment: Chapter 2, Pages 121 - 164

Practice with Word (pages 167 – 174)

Exercise 1

Exercise 3

Exercise 4

Mini Cases: Computers Past and Present

### Chapter 3: Enhancing a Document: The Web and Other Resources

Reading Assignment: Chapter 3, Pages 175 - 213

Practice with Word (pages 216 – 224)

Exercise 1

Exercise 2

Exercise 5

Mini Cases: Leonardo da Vinci

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## Microsoft Excel 2003 Labs

### Chapter 1: Introduction to Microsoft Excel: What Is a Spreadsheet?

Reading Assignment: Chapter 1, Pages 281 – 333

Practice with Excel (pages 336 – 344)

Exercise 1

Exercise 5

Exercise 6

Mini Cases: The Cost of Smoking

### Chapter 2: Gaining Proficiency: The Web and Business Applications

Reading Assignment: Chapter 2, Pages 345 - 375

Practice with Excel (pages 378 – 388)

Exercise 1

Exercise 8

Mini Cases: The Birthday Problem

### Chapter 3: Graphs and Charts: Delivering a Message

Reading Assignment: Chapter 3, Pages 389 - 427

Practice with Excel (pages 430 – 210)

Exercise 1

Exercise 3

Mini Cases: Exploded Pie Charts

### Chapter 4: Spreadsheets in Decision Making: What If?

Reading Assignment: Chapter 4, Pages 439 - 483

Practice with Excel (pages 486 - 496)

Exercise 1

Exercise 4

Exercise 10

Mini Cases: The Lottery

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## Microsoft Access 2003 Labs

### Chapter 1: Introduction to Microsoft Access: What Is a Database?

Reading Assignment: Chapter 1, Pages 497 - 532

Practice with Access 2002 (pages 535 – 540)

Exercise 1

Exercise 3

Exercise 6

### Chapter 2: Tables and Forms: Design, Properties, Views, and Wizards

Reading Assignment: Chapter 2, Pages 545 - 584

Practice with Access 2002 (pages 587 – 588)

Exercise 1

Exercise 2

## Microsoft PowerPoint 2003

### Chapter 1: Introduction to Microsoft PowerPoint: Presentations Made Easy

Reading Assignment: Chapter 1, Pages 705 - 756

Practice with PowerPoint (page 759 - 765)

Exercise 1

Exercise 7

### Chapter 2: Gaining Proficiency: Slide Show Tools and Digital Photography

Reading Assignment: Chapter 2, Pages 769 - 812

Practice with PowerPoint (pages 815 – 817)

Exercise 1

Exercise 3