

# Introduction to Software Applications

## Office Fundamentals and Word 2007 Assignments

### *Office Fundamentals: Using Word, Excel, Access, and PowerPoint*

Read White pages, 1-11, 18-27, 31-47

Do in-class Yellow pages Hands-On Exercises

1. Practice Exercise, 2 Avoiding Fraud Report (chap1\_pe2), p58
2. Practice Exercise, 2 Formatting a Menu (chap1\_mid2), p63
3. Practice Exercise, 3 Enhance the Insurance Letter (chap1\_mid3), p64

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

Read White pages, 69-80, 87-95, 103-109

Do in-class Yellow page Hands-On Exercises

1. Practice Exercise, 2 Use Spelling and Grammar Check on Memo (chap1\_pe2\_memo), p120
2. Practice Exercise 3 Keyboard Shortcuts (chap1\_pe3\_shortcuts), p121
3. Practice Exercise, 4 Protecting Your System (chap1\_pe4\_virus), p122

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

Read White pages, 131-139, 143-151, 159-164, 171-172

Do in-class Yellow page Hands-On Exercises

1. Practice Exercise, 1 The Purchase of a PC (chap2\_pe1\_tips), p183
2. Practice Exercise, 2 Creating a List of Job Descriptions (chap2\_pe2\_personnel), p 184
3. Mid-Level Exercise, 1 Creating and Applying Styles (chap2\_mid1\_conference) P188

### *Chapter 3, Enhancing a Document: Tables and Graphics*

Read White pages, 195-200, 205-211, 219-226,

Do in-class Yellow page hands-on exercises

1. Practice Exercise, 1 The Library Station (chap3\_pe1\_flyer), p235
2. Practice Exercise, 3 The Study Schedule (chap3\_pe3\_schedule), 237
3. Mid-Level Exercise, 1 Resume (chap3\_mdi1\_resume), p241

## Microsoft Excel 2007 Assignments

### **Chapter 1: Introduction to Excel:** What Can I Do with a Spread Sheet?

Reading assignment: **White pages**, Chapter 1, pages; 311-323, 328-346, 353-356

1. Practice Exercise, 1 Verifying a Debit Card (chap1\_pe1\_debitcard), p364
2. Practice Exercise, 4 Astronomy Lab (chap1\_pe4\_solarsystem) p368
3. Mid-Level Exercise, 2 Exploring Formatting Options (chap1\_mid2\_formatting), p371
4. Mid-Level Exercise, 3 Measurement Conversions (chap1\_mid3\_conversion) p372

### **Chapter 2: Formulas and Functions;** Math Basics for Spreadsheet Use

Reading assignment: **White pages**, Chapter 2, pages; 379-383, 387-393, 399-402, 407-409

1. Practice Exercise, 1 West Transylvania Women's Basketball Statistics (chap2\_pe1\_basketball) p415
2. Practice Exercise, 2 Predicting Retirement Income (new blank document) p416
3. Practice Exercise, 3 Election Trends (chap2\_pe3\_election) p418
4. Practice Exercise, 4 Expanded Payroll (chap2\_pe4\_exppayroll) p419

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

Reading assignment: **White pages**, Chapter 3, pages; 429-442, 450-453, 459-461,

1. Practice Exercise, 1 Vacation Park Admissions, (chap3\_pe1\_vacation) p471
2. Practice Exercise, 2 Anytime Talk, Inc. – Chart Formatting (chap3\_pe2\_talk) p473
3. Mid-Level Exercise, 2 Comparison of Rows and Columns (chap3\_mid2\_zoo) p478
4. Mid-Level Exercise, 4 Study Analysis (chap3\_mid4\_scatter) p480

### **Chapter 4: Working with Large Spreadsheets and Tables:** Manipulating Worksheets and Tables Management

Reading assignment: **White pages**, Chapter 1; pages 485-496, 504-518

1. Practice Exercise, 1 West Transylvania Education Foundation Silent Auction (chap4\_pe1\_auction) p530
2. Practice Exercise, 3 XYZ Corporation Employee List (chap4\_pe3\_xyz) p 532

3. Mid-Level Exercise, 4 Population Analysis (chap4\_mid4\_population)  
p539

Access and Power Point assignments will be provided later.