Introduction to Software Applications
(Weekly 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
    Homework:

1. Practice Exercise 2, Avoiding Fraud Report (chap1_pe2) p58
2. Mid-Level 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
    Homework:

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
    Homework:

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) p 188

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
    Homework:

1. Practice Exercise 1, The Library Station (chap3_pe1_flyer) p 235
2. Practice Exercise 3, The Study Schedule (chap3_pe3_schedule) p 237
3. Mid-Level Exercise 1, Resume (chap3_mid1_resume) p 241

Introduction to Software Applications
Microsoft Excel 2007 1/e Labs

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), p 364
2. Practice Exercise 4, Astronomy Lab (chap1_pe4_solarsystem) p 368
3. Mid-Level Exercise 2, Exploring Formatting Options (chap1_mid2_formatting), p 371
4. Mid-Level Exercise 3, Measurement Conversions (chap1_mid3_conversion) p 372

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) p 415
2. Practice Exercise 2, Predicting Retirement Income (new blank document) p 416
3. Practice Exercise 3, Election Trends (chap2_pe3_election) p 418
4. Practice Exercise 4, Expanded Payroll (chap2_pe4_exppayroll) p 419

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) p 471
2. Practice Exercise 2, Anytime Talk, Inc. – Chart Formatting (chap3_pe2_talk) p 473
3. Mid-Level Exercise 2, Comparison of Rows and Columns (chap3_mid2_zoo) p 478
4. Mid-Level Exercise 4, Study Analysis (chap3_mid4_scatter) p 480

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) p 530
2. Practice Exercise 3, XYZ Corporation Employee List (chap4_pe3_xyz p 532
3. Mid-Level Exercise 4, Population Analysis (chap4_mid4_population) p 539

Introduction to Software Applications
Microsoft Access 2007 1/e Labs

Chapter 1: Introduction to Access: Finding Your Way through a Database
Reading assignment: **White pages**, Chapter 1, pages; 545-556, 565-571, 578-580

1. Practice Exercise 1, Comfort Insurance (chap1_pe1_insurance), p 591
2. Practice Exercise 2, Member Reward (chap1_pe2_memrewards) p 592
3. Mid-Level Exercise 1, Object Navigation, Data Entry and Printing Database Objects (chap1_mid1_soccer), p 597

Chapter 2: Relational Databases and Multi-Table Queries: Designing databases and Using Related data
Reading assignment: **White pages**, Chapter 2, pages; 605-617, 625-634, 642-653

1. Practice Exercise 1, Martha's Vineyard Bookstore - Creation (Blank database) p 663
2. Practice Exercise 2, Martha's Vineyard Bookstore - Querying (Previously created document) p 665
3. Mid-Level Exercise 1, Creating a Query and Working with Criteria (chap2_mid1_realestate) p 670

Chapter 3: Customize, Analyze and Summarize Query Data: Creating and Using Queries to Make Decisions
Reading assignment: **White pages**, Chapter 3, pages; 678-682, 689-694, 704-706

1. Practice Exercise 2, Comfort Insurance - Vacation, (chap3_pe2_insurance) p 716
2. Practice Exercise 4, Member Rewards, chap3_pe4_memrewards) p 719
3. Mid-Level Exercise 1, Calculating and Summarizing Specialty Food Data in a Query (chap3_mid1_traders) p 721

Chapter 4: Create, Edit and Perform Calculations in Reports: Creating Professional and Useful Reports
Reading assignment: **White pages**, Chapter 4; pages 730-738, 747-756, 764-769

1. Practice Exercise 1, Comfort Insurance Raises and Bonuses Report (chap4_pe1_insurance) p 779
2. Practice Exercise 4, Member Rewards (chap4_pe4_memrewards) p 783
3. Mid-Level Exercise 2, Calculating and Summarizing Bank Data in a Query (chap4_mid2_nationalbank) p 786

Introduction to Software Applications
Microsoft PowerPoint 2007 1/e Labs

Chapter 1: Introduction to PowerPoint: Presentations Made Easy
Reading assignment: **White pages**, Chapter 1, pages; 793-812, 817-822, 829-833, 840-844

1. Practice Exercise 1, Introduction to E-Mail (chap1_pe1_email), p 851
2. Practice Exercise 2, Successful Presentations NEW BLANK DOCUMENT (chap1_pe2_tips_solution), p 852
3. Mid-Level Exercise 2, University Housing (chap1_mid2_university) p 858
4. Review Multiple Choice, pages 849-850

Chapter 2: Presentation Development: Planning and Preparing a Presentation
Reading assignment: **White pages**, Chapter 2, pages; 867-873, 879-882, 887-889, 892-898

1. Practice Exercise 2, Create an Outline New Presentation (chap2_pe2_center_solution) p 912
2. Mid-Level Exercise 4, Audience Analysis (chap2_mid4_audience_analysis) p923
3. Review Multiple Choice, pages 910-911

Chapter 3: Presentation Design: Enhancing with Illustrations
Reading assignment: **White pages**, Chapter 3, pages 929-943, 952-962, 968-979

1. Mid-Level Exercise 1, Project Management Life Cycle, (chap3_mid1_projmgt_solution) p 997
2. FUN Exercise Mid-Level Exercise 2, Clip Art Manipulation Experience(chap3_mid2_artist) p 999
3. Review Multiple Choice, pages 989-990

Chapter 4: PowerPoint Multimedia Tools: Enhancing with Multimedia
Reading assignment: **White pages**, Chapter 1; pages 1011-1025, 1033-1034, 1038s-1041, 1045-1050,
In-class: **Yellow pages**; 1026-1032, 1035-1037, 1042-1044, 1051-1052,

1. Practice Exercise 3, Create a Border and Apply Picture Styles (chap4_pe3_birthday_solution) p 1058
2. Practice Exercise 6, Inserting Sound (chap4_pe6_birthday_solution) p 1060
3. Review Multiple Choice, pages 1054-1055