Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| ****Check List Comp Apps Sem 2**** | **✓** |  | ****Check List Comp Apps Sem 2**** | **✓** |
| ****Power Point**** |  |  | ****Power Point**** |  |
| **Intro to Power Point:  PPT-1 Favorites Menu** |  |  | **Intro to Power Point:  PPT-1 Favorites Menu** |  |
| **Intro to Power Point:  PPT-2 How to Detail a Car** |  |  | **Intro to Power Point:  PPT-2 How to Detail a Car** |  |
| **Guiding Question – Post Assessment** |  |  | **Guiding Question – Post Assessment** |  |
| **Guiding Question Survey** |  |  | **Guiding Question Survey** |  |
| **MS Excel** |  |  | **MS Excel** |  |
| [E-1a: Video Take Away - Note Taking Sheet](http://brownb315.weebly.com/e-1a-intro-to-excel-videos.html) |  |  | [E-1a: Video Take Away - Note Taking Sheet](http://brownb315.weebly.com/e-1a-intro-to-excel-videos.html) |  |
| E1-b: Undergraduate Enrollment |  |  | E1-b: Undergraduate Enrollment |  |
| E-2: Market Analysis |  |  | E-2: Market Analysis |  |
| E-3: Employee Roster |  |  | E-3: Employee Roster |  |
| [E-4:](http://brownb315.weebly.com/e-4-top-selling-products.html) Top Selling Products |  |  | [E-4:](http://brownb315.weebly.com/e-4-top-selling-products.html) Top Selling Products |  |
| [E-5:](http://brownb315.weebly.com/e-5-employee-prod-rpt.html) Employee Product Report |  |  | [E-5:](http://brownb315.weebly.com/e-5-employee-prod-rpt.html) Employee Product Report |  |
| [E-6:](http://brownb315.weebly.com/e-6-sales-forecast.html) [Sales Forecast](http://brownb315.weebly.com/e-6-sales-forecast.html) |  |  | [E-6:](http://brownb315.weebly.com/e-6-sales-forecast.html) [Sales Forecast](http://brownb315.weebly.com/e-6-sales-forecast.html) |  |
| E-7: Graphing WPM Scores / Excel Graph |  |  | E-7: Graphing WPM Scores / Excel Graph |  |
| E-7b: WPM Graph Survey \*\*Required\*\* |  |  | E-7b: WPM Graph Survey \*\*Required\*\* |  |
| **MS Word** |  |  | **MS Word** |  |
| 1 [Take Away Sheet - Intro to Word](http://brownb315.weebly.com/1-intro-to-word.html) |  |  | 1 [Take Away Sheet - Intro to Word](http://brownb315.weebly.com/1-intro-to-word.html) |  |
| 2 [Take Away Sheet - Tools of Word](http://brownb315.weebly.com/2-tools-of-word.html) |  |  | 2 [Take Away Sheet - Tools of Word](http://brownb315.weebly.com/2-tools-of-word.html) |  |
| 3 [Highlight vs Select Text Worksheet](http://brownb315.weebly.com/3-highlight-tool-activity.html) |  |  | 3 [Highlight vs Select Text Worksheet](http://brownb315.weebly.com/3-highlight-tool-activity.html) |  |
| 4 [Synonym Finder - Activity 1  Syn/Ant Table](http://brownb315.weebly.com/4-synonym--antonym-finder.html) |  |  | 4 [Synonym Finder - Activity 1  Syn/Ant Table](http://brownb315.weebly.com/4-synonym--antonym-finder.html) |  |
| 5 [Synonym Finder Tool & War of 1912](http://brownb315.weebly.com/5-synonym-finder-tool--find-function.html) |  |  | 5 [Synonym Finder Tool & War of 1912](http://brownb315.weebly.com/5-synonym-finder-tool--find-function.html) |  |
| 6  [Bold, Italics, Underl, Super/Subscript & Font Effects](http://brownb315.weebly.com/6-font-effect-of-ms-word.html) |  |  | 6  [Bold, Italics, Underl, Super/Subscript & Font Effects](http://brownb315.weebly.com/6-font-effect-of-ms-word.html) |  |
| 7  [Alignment & Formatting (Cut/Copy& Paste)Tools](http://brownb315.weebly.com/7-alignment--formatting-tools.html) |  |  | 7  [Alignment & Formatting (Cut/Copy& Paste)Tools](http://brownb315.weebly.com/7-alignment--formatting-tools.html) |  |
| 8 [Class President Poster](http://brownb315.weebly.com/8-class-pres-poster.html)​ - Assessment |  |  | 8 [Class President Poster](http://brownb315.weebly.com/8-class-pres-poster.html)​ - Assessment |  |
| 9 [Spell Checker Poem](http://brownb315.weebly.com/9-spell-checker--what-font.html) |  |  | 9 [Spell Checker Poem](http://brownb315.weebly.com/9-spell-checker--what-font.html) |  |
| 10  [Bicycle Paragraph](http://brownb315.weebly.com/10-bicycle-paragraph-formatting-font.html) |  |  | 10  [Bicycle Paragraph](http://brownb315.weebly.com/10-bicycle-paragraph-formatting-font.html) |  |
| 11 [Preamble](http://brownb315.weebly.com/11-intermediate-word-processing.html) |  |  | 11 [Preamble](http://brownb315.weebly.com/11-intermediate-word-processing.html) |  |
| 12 Business Letter Writing: Block Style |  |  | 12 Business Letter Writing: Block Style |  |
| 13 [Price List of Services](http://brownb315.weebly.com/13-create-a-basic-table.html) |  |  | 13 [Price List of Services](http://brownb315.weebly.com/13-create-a-basic-table.html) |  |
| 14[Business Memo](http://brownb315.weebly.com/14-business-memo.html) |  |  | 14[Business Memo](http://brownb315.weebly.com/14-business-memo.html) |  |
| [15 MLA Style Report](http://brownb315.weebly.com/15-mla-style-report.html) |  |  | [15 MLA Style Report](http://brownb315.weebly.com/15-mla-style-report.html) |  |
| [16 List of Menu Items W6](http://brownb315.weebly.com/16-list-of-menu-items.html) Final Assessment |  |  | [16 List of Menu Items W6](http://brownb315.weebly.com/16-list-of-menu-items.html) Final Assessment |  |

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