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| **Comp Apps - Word & Excel Files Due for Term 4** |
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| Lesson 1: Synonym & Antonyms Worksheet (Table) |  | Lesson 9: Inventory List |  |
| Lesson 1: President Flyer/Poster |  | Lesson 10: College Acceptance Letter |  |
| Lesson 2 Take Away Sheet 2 (6 Videos Sheet) |  | **Lesson 11: Take Away Sheet: MS Excel Basics** |  |
| Lesson 2: Synonyms Finder (War of 1912 |  | **Lesson 11: Undergraduate Enrollment** |  |
| Lesson 2: What Font – The Spell Checker Poem |  | **Lesson 12: Market Analysis E-2** |  |
| Lesson 3: Bicycle Paragraph |  | **Lesson 13: Employee Roster E-3** |  |
| Lesson 4: Effects Bold & Italics |  | **Lesson 14: Top Selling Products E-4** |  |
| Lesson 5: Alignment Tools |  | **Lesson 15: Employee Productivity Report E-5** |  |
| Lesson 6: Price List of Services |  | **Lesson 16: Accounts Payable E-9** |  |
| Lesson 7: Business Memo |  | **Lesson 17: Sales Forecast E-15** |  |
| Lesson 8a: MLA Style Report |  | **Lesson 18: WPM Typing Graph** |  |
| **KEYBOARIDNG/TYPING: 2 - 3 Timed Tests since 4/23. Fifteen + drills.** |  |

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