

Instructor Filename Map

Word 2003: Comprehensive Course

This mapping document outlines the files used and created with the Skill Builder, Assessment, and Critical Thinking exercises in this book. It also indicates which, if any, exercises must be completed before work on the current exercise can begin.

Unit 1 Basic Skills

Lesson 1 Understanding Word Basics

Skill Builders

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Skill Builder 1.1	None	None	None
Skill Builder 1.2	None	Crossing	None
Skill Builder 1.3	Skill Builder 1.2	Crossing	None
Skill Builder 1.4	Skill Builder 1.3	Crossing	None
Skill Builder 1.5	Skill Builder 1.4	Crossing	None
Skill Builder 1.6	None	None	None

Lesson 2 Creating and Editing Business Letters

Skill Builders

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Skill Builder 2.1	None	None	Thompson Letter
Skill Builder 2.2	None	Prof Contacts	Prof Contacts
Skill Builder 2.3	None	None	Copy Notice
Skill Builder 2.4	None	Maine	Maine
Skill Builder 2.5	None	None	Jake Wilson Letter

Assessments

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Assessment 2.1	None	None	Lee Letter
Assessment 2.2	None	Jackson Letter	Jackson Letter
Assessment 2.3	None	Rearrange	Rearrange

Critical Thinking

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Critical Thinking 2.1	None	None	Promo Letter
Critical Thinking 2.2	None	None	Wilson Letter
Critical Thinking 2.3	Critical Thinking 2.2	Wilson Letter	Wilson Letter 2
Critical Thinking 2.4	Critical Thinking 2.1	Promo Letter	Client Letter
Critical Thinking 2.5	Critical Thinking 2.3	None	Wilson Letter 3

Lesson 3 Creating a Memo and a Press Release

Skill Builders

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Skill Builder 3.1	None	None	Yard Sale
Skill Builder 3.2	None	None	Jackson Memo
Skill Builder 3.3	None	None	Bird Watcher
Skill Builder 3.4	None	Ota Letter	Ota Letter

Assessments

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Assessment 3.1	None	Collarbone	Collarbone
Assessment 3.2	None	Heywood Letter	Heywood Letter

Critical Thinking

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Critical Thinking 3.1	None	None	Bookstore
Critical Thinking 3.2	None	None	Housing Center
Critical Thinking 3.3	None	None	Dictionary
Critical Thinking 3.4	None	None	Discounts

Lesson 4 Creating a Simple Report

Skill Builders

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Skill Builder 4.1	None	None	Adventures
Skill Builder 4.2	None	None	Quotations
Skill Builder 4.3	None	Cars	Cars

Assessments

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Assessment 4.1	None	None	Handbook
Assessment 4.2	None	None	Success

Critical Thinking

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Critical Thinking 4.1	None	None	Films
Critical Thinking 4.2	None	None	Prawns

Lesson 5 Creating a Flyer

Skill Builders

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Skill Builder 5.1	None	None	Working with Clip Art
Skill Builder 5.2	None	None	Clip Organizer
Skill Builder 5.3	None	Bandelier Long House	Picture Practice
Skill Builder 5.4	Skill Builder 5.3	Picture Practice	Picture Practice
Skill Builder 5.5	None	None	My Flyer

Assessments

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Assessment 5.1	None	None	Clip Art Assessment
Assessment 5.2	None	Natural Keyboard	Picture Editing
Assessment 5.3	Assessment 5.2	Picture Editing	Picture Editing
Assessment 5.4	None	None	Flyer Assessment

Critical Thinking

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Critical Thinking 5.1	None	None	Class Flyer
Critical Thinking 5.2	None	None	Creative Flyer
Critical Thinking 5.3	None	None	Clip Art Resources
Critical Thinking 5.4	None	None	Copyright Research

Lesson 6 Working with Tables

Skill Builders

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Skill Builder 6.1	None	None	Car Parts
Skill Builder 6.2	None	Sales Table	Sales Table
Skill Builder 6.3	None	None	Sign-In
Skill Builder 6.4	None	None	Functional Res

Assessments

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Assessment 6.1	None	None	Cust List
Assessment 6.2	None	None	Sample

Critical Thinking

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Critical Thinking 6.1	None	None	Reviews
Critical Thinking 6.2	Critical Thinking 6.1	Reviews	Reviews 2
Critical Thinking 6.3	None	None	Online Purch
Critical Thinking 6.4	None	None	Survey

Unit 2 Beyond the Basics

Lesson 7 Working with Desktop Publishing

Skill Builders

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Skill Builder 7.1	None	Zen Sale	Zen Sale
Skill Builder 7.2	None	None	Wetlands
Skill Builder 7.3	None	None	Family Tree
Skill Builder 7.4	None	None	Org Chart Diagram
Skill Builder 7.5	None	None	Canvas

Assessments

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Assessment 7.1	None	Bicycle Sale	Bicycle Sale
Assessment 7.2	None	None	Retirement Flyer

Critical Thinking

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Critical Thinking 7.1	None	None	Word Class
Critical Thinking 7.2	None	None	Org Chart
Critical Thinking 7.3	None	None	Dog Show

Lesson 8 Creating a Newsletter

Skill Builders

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Skill Builder 8.1	None	None	New Year News
Skill Builder 8.2	Skill Builder 8.1	New Year News 2	New Year News 2
Skill Builder 8.3	None	RE News	Re News

Assessments

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Assessment 8.1	None	Conservation	Conservation
Assessment 8.2	None	Constitution	Constitution

Critical Thinking

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Critical Thinking 8.1	None	None	Chocolate
Critical Thinking 8.2	None	None	Employee News
Critical Thinking 8.3	None	None	Newsletter Research

Lesson 9 Creating an Employee Policy Manual

Skill Builders

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Skill Builder 9.1	None	Instructor Profiles	Instructor Profiles
Skill Builder 9.2	None	Flexico	Flexico
Skill Builder 9.3	None	Courses	Courses
Skill Builder 9.4	None	Portfolio Risk	Portfolio Risk

Assessments

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Assessment 9.1	None	Qualifications	Qualifications
Assessment 9.2	None	Tips	n/a

Critical Thinking

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Critical Thinking 9.1	None	None	Annual Report
Critical Thinking 9.2	None	Office Tips	Office Tips

Lesson 10 Organizing Long Documents

Skill Builders

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Skill Builder 10.1	None	Heart Text, Forest Text	Two Papers
Skill Builder 10.2	None	Recipes, Desserts	Recipes
Skill Builder 10.3	None	Vacation Rentals	Vacation Rentals

Assessments

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Assessment 10.1	None	Salem Trials	Salem Trials 2
Assessment 10.2	None	B&B	B&B

Critical Thinking

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Critical Thinking 10.1	None	Ann Report	Ann Report
Critical Thinking 10.2	None	Frederick, Robert, Elizabeth, Mast Doc	Mast Doc

Lesson 11 Creating a Research Paper

Skill Builders

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Skill Builder 11.1	None	Garden Pamphlet	Garden Pamphlet
Skill Builder 11.2	None	English Gardener	English Gardener
Skill Builder 11.3	None	To A	To A

Assessments

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Assessment 11.1	None	RE Brochure	RE Brochure
Assessment 11.2	None	None	Style Research

Critical Thinking

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Critical Thinking 11.1	None	None	Jackson Research
Critical Thinking 11.2	None	None	Online Research

Lesson 12 Web Integration: Posting an Online Resume

Skill Builders

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Skill Builder 12.1	None	None	Web Folders Memo
Skill Builder 12.2	Skill Builder 12.1	Web Folders Memo	web_folders
Skill Builder 12.3	Skill Builder 12.2	web_folders	n/a
Skill Builder 12.4	Skill Builder 12.1	Web Folders Memo	Web Folders Memo (Web Page)
Skill Builder 12.5	Skill Builder 12.4	Web Folders Memo (Web Page), Logo	Web Folders Memo (Web Page)

Assessments

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Assessment 12.1	None	None	Fax Wizard, [Your Name]
Assessment 12.2	None	Web Image Types	[your_name]_web_page
Assessment 12.3	Assessment 12.2	[your_name]_web_page	[your_name]_publishing_test
Assessment 12.4	Assessment 12.2	[your_name]_web_page	[Your Name] (plain text)
Assessment 12.5	Assessment 12.2	[your_name]_web_page	[your_name]_web_page

Critical Thinking

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Critical Thinking 12.1	None	None	[Your Name] Calendar
Critical Thinking 12.2	Critical Thinking 12.1	[Your Name] Calendar	File Format Comparisons

Note: In CT 12.2, students save [Your Name] Calendar in three formats (RTF, HTML, and TXT).

Unit 3 Advanced Skills

Lesson 13 Using Mail Merge

Skill Builders

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Skill Builder 13.1	None	None	Data Source 2, Form Letter 2
Skill Builder 13.2	Skill Builder 13.1	Form Letter 2, Data Source 3	Form Letter 2
Skill Builder 13.3	Skill Builder 13.1	Data Source 2	Labels Main Doc 2

Assessments

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Assessment 13.1	None	None	Health Club Letter, Health Club Data
Assessment 13.2	Assessment 13.1	Health Club Data	Global Fitness Env
Assessment 13.3	Assessment 13.1	Health Club Data	Labels Main Doc 3

Critical Thinking

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Critical Thinking 13.1	None	None	Livingston Letter, Livingston Data
Critical Thinking 13.2	Critical Thinking 13.1	Livingston Data	Livingston Env
Critical Thinking 13.3	None	None	

Lesson 14 Working with Advanced Tables and Excel Integration

Skill Builders

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Skill Builder 14.1	None	None	Order Table
Skill Builder 14.2	None	None	Budget
Skill Builder 14.3	None	None	Fair Flyer
Skill Builder 14.4	None	None	Herb Sales

Assessments

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Assessment 14.1	None	None	Players
Assessment 14.2	None	None	Lewis Memo
Assessment 14.3	None	None	Livingston Memo

Critical Thinking

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Critical Thinking 14.1	None	None	Lawn Care
Critical Thinking 14.2	None	None	Speedy Expenses
Critical Thinking 14.3	None	None	Stock Research, Livingston Letter

Lesson 15 Internet Integration: Collaborating Online with Word

Skill Builders

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Skill Builder 15.1	None	Year-end Report	n/a
Skill Builder 15.2	Skill Builder 15.1	Year-end Report	Year-end Report (Edited)
Skill Builder 15.3	Skill Builder 15.2	Year-end Report, Year-end Report (Edited)	Year-end Report (Merged)
Skill Builder 15.4	None	Year-end Report	Year-end Report Summary
Skill Builder 15.5	None	Shelter Budget	n/a
Skill Builder 15.6	Skill Builder 15.2	Year-end Report (Edited)	n/a

Assessments

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Assessment 15.1	None	None	n/a
Assessment 15.2	None	Acme Memorandum	Acme Memorandum (Commented)
Assessment 15.3	Assessment 15.2	Acme Memorandum, Acme Memorandum (Commented)	Acme Memorandum (Merged)
Assessment 15.4	None	None	Paste Special Test
Assessment 15.5	None	Year-end Report	n/a

Critical Thinking

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Critical Thinking 15.1	None	None	n/a
Critical Thinking 15.2	None	None	Media Coverage

Lesson 16 Integration: Collaborating in Workgroups with Word

Skill Builders

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Skill Builder 16.1	None	How the Internet Works	How the Internet Works
Skill Builder 16.2	Skill Builder 16.1	How the Internet Works, Internet History (Reviewer A), Internet History (Reviewer B)	Internet History
Skill Builder 16.3	Skill Builder 16.2	How the Internet Works	How the Internet Works
Skill Builder 16.4	Skill Builder 16.3	How the Internet Works	How the Internet Works
Skill Builder 16.5	None	Annual Report (Skill Builder)	Annual Report (Skill Builder)
Skill Builder 16.6	None	None	Report from Template
Skill Builder 16.7	Skill Builder 16.4	How the Internet Works	How the Internet Works [Your Name]

Assessments

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Assessment 16.1	None	Images for the Web	Images for the Web
Assessment 16.2	None	Web Page Components	Web Page Components
Assessment 16.3	Assessment 16.1	Images for the Web	Images for the Web
Assessment 16.4	Assessment 16.2	Web Page Components	Web Page Components
Assessment 16.5	None	None	n/a
Assessment 16.6	Assessment 16.3	Images for the Web	Images for the Web [Your Name]
Assessment 16.7	Assessment 16.6	Images for the Web	Images for the Web

Critical Thinking

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Critical Thinking 16.1	None	None	[Filenames will vary]
Critical Thinking 16.2	Critical Thinking 16.1	[Filenames will vary]	n/a
Critical Thinking 16.3	None	None	Missing Statement – Working Draft, Mission Statement – Final Draft

Lesson 17 Using Macros, Forms, and Templates

Skill Builders

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Skill Builder 17.1	None	None	Title Page
Skill Builder 17.2	None	None	Page Border
Skill Builder 17.3	None	None	My Table
Skill Builder 17.4	None	None	n/a
Skill Builder 17.5	Skill Builder 17.4	None	Voucher Template, Final Voucher

Assessments

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Assessment 17.1	None	None	n/a
Assessment 17.2	None	None	Wilson Template, Final Wilson Form

Critical Thinking

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Critical Thinking 17.1	None	None	Marina Template
Critical Thinking 17.2	None	None	Schedule Template

Lesson 18 Working with Word and XML

Skill Builders

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Skill Builder 18.1	None	Memo	n/a
Skill Builder 18.2	None	memo_schema	Acme Memo

Assessments

Exercise Number	Prerequisite Exercises	Student Files Used	Files Created/Saved
Assessment 18.1	None	PhoneList_data	n/a
Assessment 18.2	None	PhoneList_data, PhoneList_schema	PhoneList_data
Assessment 18.3	Assessment 18.2	PhoneList_data	Phone List (transformed)

Critical Thinking

This lesson does not include Critical Thinking exercises.