

Microsoft Office Word 2003: Comprehensive Course Filename Map

Use this mapping document to determine which student files to use with the exercises in the book. The first instance of each file is listed in this document. Keep in mind that you may need the same file for more than one exercise.

Once you download the files, you can store them anywhere you like (a floppy disk, a My Documents folder, a network drive, etc.). This book will use the phrase “your file storage location” as a general reference.

Student Exercise Files

Unit 1 – Basic Skills

Lesson 1 Understanding Word Basics

- ❑ Hands-On 15.1 Paul’s Trip
- ❑ Skill Builder 1.2 Crossing

Lesson 2 Creating and Editing Business Letters

- ❑ Skill Builder 2.2 Prof Contacts
- ❑ Skill Builder 2.4 Maine
- ❑ Assessment 2.2 Jackson Letter
- ❑ Assessment 2.3 Rearrange

Lesson 3 Creating a Memorandum and a Press Release

- ❑ Hands-On 3.4 Press Release
- ❑ Skill Builder 3.1 Yard Sale
- ❑ Skill Builder 3.4 Ota Letter
- ❑ Assessment 3.1 Collarbone
- ❑ Assessment 3.2 Heywood Letter

Lesson 4 Creating a Simple Report

- ❑ Skill Builder 4.3 Cars

Lesson 5 Creating a Flyer

- ❑ Skill Builder 5.3 Bandelier Long House

Lesson 6 Working with Tables

- ❑ Hands-On 6.12 Tracking
- ❑ Skill Builder 6.2 Sales Table

Unit 2 – Beyond the Basics

Lesson 7 Working with Desktop Publishing

- ❑ Skill Builder 7.1 Zen Sale
- ❑ Assessment 7.1 Bicycle Sale

Lesson 8 Creating a Newsletter

- ❑ Hands-On 8.10 Bargains
- ❑ Hands-On 8.2 Newsletter Text
- ❑ Skill Builder 8.1 New Year
- ❑ Skill Builder 8.2 New Year News 2
- ❑ Skill Builder 8.3 RE News
- ❑ Assessment 8.1 Conservation
- ❑ Assessment 8.2 Constitution

Lesson 9 Creating an Employee Policy Manual

- ❑ Hands-On 9.2 Policy Manual Text
- ❑ Skill Builder 9.1 Instructor Profiles
- ❑ Skill Builder 9.2 Flexico
- ❑ Skill Builder 9.3 Courses
- ❑ Skill Builder 9.4 Portfolio Risk
- ❑ Assessment 9.1 Qualifications
- ❑ Assessment 9.2 Tips
- ❑ Critical Thinking 9.2 Office Tips

Lesson 10 Organizing Long Documents

- ❑ Hands-On 10.1 Train Right Manual
- ❑ Hands-On 10.10 Subdoc 1
- ❑ Hands-On 10.10 Subdoc 2
- ❑ Hands-On 10.10 Subdoc 3
- ❑ Hands-On 10.10 Master Documents
- ❑ Skill Builder 10.1 Heart Text
- ❑ Skill Builder 10.1 Forest Text
- ❑ Skill Builder 10.2 Recipes
- ❑ Skill Builder 10.2 Desserts
- ❑ Skill Builder 10.3 Vacation Rentals
- ❑ Assessment 10.1 Salem Trials
- ❑ Assessment 10.2 B&B
- ❑ Critical Thinking 10.1 Ann Report
- ❑ Critical Thinking 10.2 Elizabeth
- ❑ Critical Thinking 10.2 Frederick
- ❑ Critical Thinking 10.2 Robert
- ❑ Critical Thinking 10.2 Mast Doc

Lesson 11 Creating a Research Paper

- ❑ Hands-On 11.4 Internet PPT
- ❑ Hands-On 11.7 Legal Brief
- ❑ Skill Builder 11.1 Garden Pamphlet
- ❑ Skill Builder 11.2 English Gardener
- ❑ Skill Builder 11.3 To A
- ❑ Assessment 11.1 RE Brochure

Lesson 12 Web Integration: Posting an Online Resume

- ❑ Hands-On 12.9 Job Details
- ❑ Skill Builder 12.5 Publishing with FTP
- ❑ Skill Builder 12.5 Logo
- ❑ Assessment 12.2 Images for the Web

Unit 3 – Advanced Skills

Lesson 13 Using Mail Merge

- ❑ Hands-On 13.9 Library Data Source
- ❑ Hands-On 13.9 Library Activities
- ❑ Skill Builder 13.2 Data Source 3

Lesson 14 Working with Advanced Tables and Excel Integration

- ❑ Hands-On 14.9 Excel Data

Lesson 15 Internet Integration: Collaborating Online with Word

- ❑ Hands-On 15.1 Proposal (Draft 1)
- ❑ Hands-On 15.1 Proposal (Draft 2)
- ❑ Hands-On 15.5 Grace's Feedback (Email)
- ❑ Skill Builder 15.2 Year-End Report
- ❑ Skill Builder 15.5 Shelter Budget
- ❑ Assessment 15.2 Acme Memorandum

Lesson 16 Integration: Collaborating in Workgroups with Word

- ❑ Hands-On 16.1 Annual Report
- ❑ Hands-On 16.4 Annual Report (Reviewer Comments)
- ❑ Hands-On 16.10 Grants Office
- ❑ Hands-On 16.10 Quarterly Report Form
- ❑ Skill Builder 16.1 How the Internet Works
- ❑ Skill Builder 16.2 Internet History
- ❑ Skill Builder 16.2 Internet History (Reviewer A)
- ❑ Skill Builder 16.2 Internet History (Reviewer B)
- ❑ Skill Builder 16.5 Annual Report (Skill Builder)
- ❑ Skill Builder 16.6 Report Outline
- ❑ Assessment 16.1 Images for the Web
- ❑ Assessment 16.2 Web Page Components

Lesson 17 Using Macros, Forms, and Templates

- ❑ Hands-On 17.18 Accounting Office

Filename Map

- ❑ Hands-On 17.18 Quarterly Report Form
- ❑ Hands-On 17.18 Year End Report Form

Lesson 18 Working with Word and XML

- ❑ Hands-On 18.1 bestsellers_data
- ❑ Hands-On 18.1 bestsellers_web
- ❑ Hands-On 18.1 bestsellers_red
- ❑ Hands-On 18.1 bestsellers_blue
- ❑ Hands-On 18.2 bestSellers_schema
- ❑ Skill Builder 18.1 Memo
- ❑ Skill Builder 18.1 memo
- ❑ Skill Builder 18.1 memo_web_blue
- ❑ Skill Builder 18.2 memo_schema
- ❑ Assessment 18.1 PhoneList_data
- ❑ Assessment 18.1 PhoneList_web
- ❑ Assessment 18.2 PhoneList_schema