

**Student's PROGRESS CHART – MICROSOFT PUBLISHER 2010**

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

Follow the sign off sheet carefully. Complete the Exercises and Activities listed. Read the information and exercises carefully. ***All exercises, quizzes, and tests, must be completed.***

**Chapter 1: Creating a Flyer**

\_\_\_\_\_\_ (T. Check) **Apartment for Rent Web Flyer**

[From print out and web browser]

***Learn It Online***

**Practice Test \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Apply Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Apply 1-1 Mountain Bike For Sale**

**Unformatted**

***Extend Your Knowledge***

\_\_\_\_\_\_ (T. Check)

***Make It Right***

\_\_\_\_\_\_ (T. Check) **Make It Right 1-1 Comedy Club Flyer**

***In The Lab***

Lab 1: Create a Flyer with a Picture

\_\_\_\_\_\_ (T. Check)

Lab 2: Creating a Bake Sale Sign

\_\_\_\_\_\_ (T. Check) **Lab 1-2 Bake Sale Sign**

Lab 3: Creating a Gift Certificate

\_\_\_\_\_\_ (T. Check) **Lab 1-3 Gift Certificate**

***Cases and Places***

1: Design and Create an Advising Sign

\_\_\_\_\_\_ (T. Check)

2: Design and Create a Reunion Flyer

\_\_\_\_\_\_ (T. Check)

3: Design and Create a Business Announcement

\_\_\_\_\_\_ (T. Check)

**Lesson Test\_\_\_\_\_\_\_\_\_\_**

**Chapter 2: Publishing a Trifold Brochure**

\_\_\_\_\_\_ (T. Check) **Spring Break Brochure**

***Learn It Online***

**Practice Test \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Apply Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Apply 2-1 Sandwhich Shop Menu**

**Modified**

***Extend Your Knowledge***

\_\_\_\_\_\_ (T. Check)

***Make It Right***

\_\_\_\_\_\_ (T. Check) **Make It Right 2-1 Theatre Program**

***In The Lab***

Lab 1: Creating a Brochure with a Response Form

\_\_\_\_\_\_ (T. Check) **Lab 2-1 Wind Farm Brochure**

Lab 2: Creating a Price List Brochure

\_\_\_\_\_\_ (T. Check) **Lab 2-2 Animal Brochure**

Lab 3: Creating a Gift Certificate

\_\_\_\_\_\_ (T. Check) **Lab 2-3 Creating an Informational**

**Hospital Brochure**

***Cases and Places***

1: Design and Create an International Research Brochure

\_\_\_\_\_\_ (T. Check)

2: Design and Create a CD/DVD Liner

\_\_\_\_\_\_ (T. Check)

3: Design and Create an Event Brochure

\_\_\_\_\_\_ (T. Check)

**Lesson Test\_\_\_\_\_\_\_\_\_\_**

**Chapter 3: Designing a Newsletter**

\_\_\_\_\_\_ (T. Check) **Bank Newsletter**

***Learn It Online***

**Practice Test \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Apply Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Apply 3-1 Math Class Newsletter**

**Modified**

***Extend Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Extend 3-1 Go Green Newsletter**

**Modified**

***Make It Right***

\_\_\_\_\_\_ (T. Check) **Make It Right 3-1 National Corps**

**Newsletter**

***In The Lab***

Lab 1: Creating a Newsletter Template

\_\_\_\_\_\_ (T. Check) **Lab 3-1 Rafting Newsletter Template**

Lab 2: Newsletter Analysis

\_\_\_\_\_\_ (T. Check) **Lab 3-2 News Analysis Table**

Lab 3: Creating a Masthead

\_\_\_\_\_\_ (T. Check) **Lab 3-3 Game Club Masthead**

***Cases and Places***

1: Create a Band Booster Quarterly Newsletter

\_\_\_\_\_\_ (T. Check) **Case 3-1 Spring Fling**

2: Create a Restaurant Review Newsletter

\_\_\_\_\_\_ (T. Check)

3: Create an Organization Newsletter

\_\_\_\_\_\_ (T. Check)

**Lesson Test\_\_\_\_\_\_\_\_\_\_**

**Chapter 4: Creating a Custom Publication from Scratch**

\_\_\_\_\_\_ (T. Check) **Computer First Aid Advertisement**

***Learn It Online***

**Practice Test \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Apply Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Apply 4-1 Dog Grooming Flyer**

***Extend Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Extend 4-1 Tiger Graphic**

***Make It Right***

\_\_\_\_\_\_ (T. Check) **Make It Right 4-1 Garden Postcard**

***In The Lab***

Lab 1: Creating a Bookmark

\_\_\_\_\_\_ (T. Check) **Lab 4-1 Fire Safety Bookmark**

Lab 2: Newsletter Analysis

\_\_\_\_\_\_ (T. Check) **Lab 4-2 Recoloring and Using Wrap**

**Points**

Lab 3: Experimenting with Fills

\_\_\_\_\_\_ (T. Check) **Lab 4-3 Fill Sampler**

***Cases and Places***

1: Create a Custom Building Block

\_\_\_\_\_\_ (T. Check)

2: Create a Personal Brand

\_\_\_\_\_\_ (T. Check)

3: Create a Banner

\_\_\_\_\_\_ (T. Check)

**Lesson Test\_\_\_\_\_\_\_\_\_\_**

**Chapter 5: Using Business Information Sets**

\_\_\_\_\_\_ (T. Check) **Pool Haven Letterhead**

\_\_\_\_\_\_ (T. Check) **Pool Envelope**

\_\_\_\_\_\_ (T. Check) **Pool Haven Business Card**

***Learn It Online***

**Practice Test \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Apply Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Apply 5-1 Chopper Repair Letterhead**

\_\_\_\_\_\_ (T. Check) **Apply 5-1 Chopper Repair Envelope**

***Extend Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Extend 5-1 Insurance Thank You**

***Make It Right***

\_\_\_\_\_\_ (T. Check) **Make It Right 5-1 Holiday Letter**

***In The Lab***

Lab 1: Creating a Bookmark

\_\_\_\_\_\_ (T. Check) **Lab 5-1 Soccer Letterhead**

Lab 2: Newsletter Analysis

\_\_\_\_\_\_ (T. Check) **Lab 5-2 Instant Replay Sports Fax Cover**

Lab 3: Experimenting with Fills

\_\_\_\_\_\_ (T. Check) **Lab 5-3 Style Gallery**

***Cases and Places***

1: Stationary for a College

\_\_\_\_\_\_ (T. Check)

2: Creating a Personal Business Card

\_\_\_\_\_\_ (T. Check)

3: Creating a New Text Style

\_\_\_\_\_\_ (T. Check)

**Lesson Test\_\_\_\_\_\_\_\_\_\_**

**Chapter 6: Working With Publisher Tables**

\_\_\_\_\_\_ (T. Check) **Wait Staff Schedule**

\_\_\_\_\_\_ (T. Check) **Kyra’s Kitchen Calendar**

\_\_\_\_\_\_ (T. Check) **Manager Letter**

***Learn It Online***

**Practice Test \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Apply Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Apply 6-1 Expense Table Draft Modified**

***Extend Your Knowledge***

\_\_\_\_\_\_ (T. Check)

***Make It Right***

\_\_\_\_\_\_ (T. Check) **Make It Right 6-1 Music Table**

***In The Lab***

Lab 1: Creating a Table with Graphics

\_\_\_\_\_\_ (T. Check) **6-1 Dorm Facilities Table**

Lab 2: Creating a Origami Box

\_\_\_\_\_\_ (T. Check) **Lab 6-2 Origami Box**

Lab 3: Experimenting with Fills

\_\_\_\_\_\_ (T. Check) **Lab 6-3 Universal Benefits Brand**

***Cases and Places***

1: Create a Custom Table

\_\_\_\_\_\_ (T. Check)

2: Create a Linked Table

\_\_\_\_\_\_ (T. Check)

3: Employee Time Card

\_\_\_\_\_\_ (T. Check)

**Lesson Test\_\_\_\_\_\_\_\_\_\_**

**Chapter 7: Advanced Formatting and Merging Publications with Data**

\_\_\_\_\_\_ (T. Check) **Concert Tickets Form Letter**

\_\_\_\_\_\_ (T. Check) **Concert Customer List**

\_\_\_\_\_\_ (T. Check) **Concert Ticket Merged**

***Learn It Online***

**Practice Test \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Apply Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Apply 7-1 Lawn Care Invoice Modified**

***Extend Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Extend 7-1 First America Bank Envelop**

**Modified**

***Make It Right***

\_\_\_\_\_\_ (T. Check) **Make It Right 7-1 Golf Course Label**

***In The Lab***

Lab 1: Creating a Form Letter

\_\_\_\_\_\_ (T. Check) **7-1 College Form Letter**

Lab 2: Create a Set Of Play Tickets

\_\_\_\_\_\_ (T. Check) **Lab 7-2 Play Ticket Seat Numbers**

Lab 3: Using Tab Stops in a Publication

\_\_\_\_\_\_ (T. Check)

***Cases and Places***

1: Update a Recipient List

\_\_\_\_\_\_ (T. Check)

2: Create a Movie Logo

\_\_\_\_\_\_ (T. Check)

3: Create a Form Letter and Data Source

\_\_\_\_\_\_ (T. Check)

**Lesson Test\_\_\_\_\_\_\_\_\_\_**