**Student's PROGRESS CHART – MICROSOFT WORD 2016**

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.***

Be sure to save all files to your Flash Drive.

All assignments are submitted through Schoology [www.**schoology**.com].

Schoology username : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Schoology password: studentffffffffffffffffffffffff

Schoology Zip Code: 95204ffffggggfffffffffffffffffffff Flash Disc Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chapter 1 Creating and Editing Business Letters**

***Develop Your Skills***

Develop Your Skills W1-D2

 \_\_\_\_\_\_ (T. Check) **W1-D2-CoverLtrTips**

Develop Your Skills W1-D10

 \_\_\_\_\_\_ (T. Check) **W1-D10-CoverLtr**

Develop Your Skills W1-D11

 \_\_\_\_\_\_ (Print) **W1-D11-CoverLtr**

**Self-Assessment \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Reinforce Your Skills***

Reinforce Your Skills W1-R3

\_\_\_\_\_\_ (T. Check) **W1-R3-Fundraiser**

***Apply Your Skills***

\_\_\_\_\_\_ (T. Check) **W1-A2-SFToursRevised**

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

**Chapter 2 Creating a Resume in a Table**

***Develop Your Skills***

Develop Your Skills W2-D4

 \_\_\_\_\_\_ (Print) **W2-D4-StellaResume**

Develop Your Skills W2-D5

 \_\_\_\_\_\_ (T. Check) **W2-D5-JobContactsRevised**

Develop Your Skills W2-D6

 \_\_\_\_\_\_ (T. Check) **W2-D6-MyResume**

**Self-Assessment \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Reinforce Your Skills***

Reinforce Your Skills W2-R1

\_\_\_\_\_\_ (T. Check) **W2-R1-RiskToBabies**

***Apply Your Skills***

Apply Your Skills W2-A3

\_\_\_\_\_\_ (T. Check) **W2-A3-TravelRevised**

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

**Chapter 3 Creating a Promotional Brochure**

***Develop Your Skills***

Develop Your Skills W3-D7

 \_\_\_\_\_\_ (T. Check) **W3-D7-BrochureRevised**

**Self-Assessment \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Reinforce Your Skills***

Reinforce Your Skills W3-R2

\_\_\_\_\_\_ (T. Check) **W3-R2-DonationFlyer**

***Apply Your Skills***

Apply Your Skills W3-A1

\_\_\_\_\_\_ (T. Check) **W3-A1-Services**

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

**Chapter 4 Creating Reports**

***Develop Your Skills***

Develop Your Skills W4-D4

 \_\_\_\_\_\_ (T. Check) **W4-D4-SocMediaRptRevised**

Develop Your Skills W4-D5

 \_\_\_\_\_\_ (T. Check) **W4-D5-SocMedForStaffRevised**

Develop Your Skills W4-D10

 \_\_\_\_\_\_ (T. Check) **W4-D10-InternetRevised**

**Self-Assessment \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Reinforce Your Skills***

Reinforce Your Skills W4-R1

\_\_\_\_\_\_ (T. Check) **W4-R1-RecycRevised**

***Apply Your Skills***

Apply Your Skills W4-A2

\_\_\_\_\_\_ (T. Check) **W4-A2-ItalyRevised**

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

**Chapter 5 Using Mail Merge**

***Develop Your Skills***

Develop Your Skills W5-D5

 \_\_\_\_\_\_ (T. Check) **W5-D5-ExerciseLtrRevised**

Develop Your Skills W5-D8

 \_\_\_\_\_\_ (T. Check) **W5-D8-ExerciseLtrEnv**

Develop Your Skills W5-D9

 \_\_\_\_\_\_ (T. Check) **W5-D9-MergeLabels**

**Self-Assessment \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Reinforce Your Skills***

Reinforce Your Skills W5-R1

\_\_\_\_\_\_ (T. Check) **W5-R2-ParentLtrRevised, ParentEnv, ParentLabels**

***Apply Your Skills***

Apply Your Skills W5-A3

\_\_\_\_\_\_ (T. Check) **W5-A3-TokyoRevised, TokyoEnv,**

**TokyoLabels**

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

**Chapter 6 Creating a Newsletter**

***Develop Your Skills***

Develop Your Skills W6-D6

 \_\_\_\_\_\_ (T. Check) **W6-D6-RaritanNewLtr**

**Self-Assessment \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Reinforce Your Skills***

Reinforce Your Skills W6-R1

\_\_\_\_\_\_ (T. Check) **W6-R1-SchoolHabitat**

***Apply Your Skills***

Apply Your Skills W6-A2

\_\_\_\_\_\_ (T. Check) **W6-A2-BleisureTravelRevised**

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

**Chapter 7 Working with Long Documents**

***Develop Your Skills***

Develop Your Skills W7-D7

 \_\_\_\_\_\_ (T. Check) **W7-D7-SickKidsRevised**

Develop Your Skills W7-D8

 \_\_\_\_\_\_ (T. Check) **W7-D8-SeminarAttendeesRevised**

**Self-Assessment \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Reinforce Your Skills***

Reinforce Your Skills W7-R1

\_\_\_\_\_\_ (T. Check) **W7-R1-GlobalLocalRevised**

***Apply Your Skills***

Apply Your Skills W7-A3

\_\_\_\_\_\_ (T. Check) **W7-A3-CubaTravelRevised**

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

**Chapter 8 Organizing Long Documents**

***Develop Your Skills***

Develop Your Skills W8-D8

 \_\_\_\_\_\_ (T. Check) **W8-D8-RaritanP&Prevised**

**Self-Assessment \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Reinforce Your Skills***

Reinforce Your Skills W8-R1

\_\_\_\_\_\_ (T. Check) **W8-R1-OrganizationsRevised**

***Apply Your Skills***

Apply Your Skills W8-A1

\_\_\_\_\_\_ (T. Check) **W8-A1-MunichRevised**

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

**Chapter 9 Collaborating in Word**

[**Note**: There is no access to **Outlook** on school computers. Read the information but do not do the exercise Develop Your Skills W9-D5.]

***Develop Your Skills***

Develop Your Skills W9-D7

 \_\_\_\_\_\_ (T. Check) **W9-D7-PolicyManualPrevised**

**Self-Assessment \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Reinforce Your Skills***

Reinforce Your Skills W9-R1

\_\_\_\_\_\_ (T. Check) **W9-R1-CompanionPlantRevised**

***Apply Your Skills***

Apply Your Skills W9-A3

\_\_\_\_\_\_ (T. Check) **W9-A3-SingCompared**

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

**Chapter 10 Sharing and Securing Content**

***Develop Your Skills***

Develop Your Skills W10-D9

 \_\_\_\_\_\_ (T. Check) **W10-D9-ProcmanRevised**

[**Note**: There is no access to **SELFCERT** program on school computers. Read the information but do not do the exercises:

Develop Your Skills W10-D10 **SKIP**

Develop Your Skills W10-D11 **SKIP**]

**Self-Assessment \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Reinforce Your Skills***

Reinforce Your Skills W10-R1

\_\_\_\_\_\_ (T. Check) **W10-R1-TroutRevised**

***Apply Your Skills***

Apply Your Skills W10-A1

\_\_\_\_\_\_ (T. Check) **W10-A1-MexCityRevised**

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

**Chapter 11 Personalizing Word**

***Develop Your Skills***

Develop Your Skills W11-D10

 \_\_\_\_\_\_ (T. Check) **W11-D10-DraftProcRevised**

**Self-Assessment \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Reinforce Your Skills***

Reinforce Your Skills W11-R1

\_\_\_\_\_\_ (T. Check) **W11-R1-WordOptionsRevised**

***Apply Your Skills***

Apply Your Skills W11-A1

\_\_\_\_\_\_ (T. Check) **W11-A1-EfficiencyRevised**

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

**Chapter 12 Integrating Word with Excel, PowerPoint, and the Web**

***Develop Your Skills***

Develop Your Skills W12-D4

 \_\_\_\_\_\_ (T. Check) **W12-D4-BudgetRpt**

Develop Your Skills W12-D5

 \_\_\_\_\_\_ (T. Check) **W12-D5-CommLtrRevised**

Develop Your Skills W12-D7

 \_\_\_\_\_\_ (T. Check) **W12-D7-AdvisoryLtrRevised**

Develop Your Skills W12-D10

 \_\_\_\_\_\_ (T. Check) **W12-D10-RCEWalkRevised.htm**

**Self-Assessment \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Reinforce Your Skills***

Reinforce Your Skills W12-R1

\_\_\_\_\_\_ (T. Check) **W12-R1-Q1SalesRptRevised**

***Apply Your Skills***

Apply Your Skills W12-A1

\_\_\_\_\_\_ (T. Check) **W12-A1-MgmtLtrRevised**

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