

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

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

Follow the sign off sheet carefully. Complete the Exercises and Activities listed. Read the information and exercises carefully. ***All exercises 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 a Flyer**

\_\_\_\_\_\_ (T. Check) **5k Flyer**

***Apply Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Apply 1-1 Sale Flyer**

***Extend Your World***

\_\_\_\_\_\_ (T. Check) **Extend 1-1 Vote Flyer Complete**

***Expand Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Extend 1-1 Spring Break Ad Complete**

***In The Lab***

Lab 1: \_\_\_\_\_\_ (T. Check) **Lab1-1 Web Flyer**

Lab 2: \_\_\_\_\_\_ (T. Check) **Lab 1-2 Tutoring Flyer Complete**

Lab 3:

\_\_\_\_\_\_ (T. Check) **Lab 1-3 Book Swap Flyer Complete**

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

**Chapter 2: Publishing a Trifold Brochure**

\_\_\_\_\_\_ (T. Check) **Lake Hideaway Brochure**

***Apply Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Apply 2-1 Picture Collage Complete**

***Expand Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Extend 2-1 Team Training Brochure**

***Expand Your World***

~~SKIP~~

***In The Lab***

Lab 1: \_\_\_\_\_\_ (T. Check) **Lab 2-1 DVD Label**

Lab 2: \_\_\_\_\_\_ (T. Check) **Lab 2-2 Order Form Complete**

Lab 3: ~~SKIP~~

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

**Chapter 3: Designing a Newsletter**

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

***Apply Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Apply 3-1 Fifth Grade Newsletter**

***Extend Your Knowledge***

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

***Expand Your World***

~~SKIP~~

***In The Lab***

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

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

Lab 3: ~~SKIP~~

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

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

\_\_\_\_\_\_ (T. Check) **Pizza Palace Mailer**

***Apply Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Apply 4-1 Boxes Galore**

***Extend Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Extend 4-1 Hobby Express Complete**

***Expand Your World***

~~SKIP~~

***In The Lab***

Lab 1: \_\_\_\_\_\_ (T. Check) **Lab 4-1 Recipe Card**

Lab 2: \_\_\_\_\_\_ (T. Check) **Lab 4-2 Mardi Gras Advertisement**

Lab 3: \_\_\_\_\_\_ (T. Check)

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

**Chapter 5: Using Business Information Sets**

\_\_\_\_\_\_ (T. Check) **Make My Smile Letterhead**

\_\_\_\_\_\_ (T. Check) **Make My Smile Letter**

\_\_\_\_\_\_ (T. Check) **Make My Smile Envelope**

\_\_\_\_\_\_ (T. Check) **Make My Certificate**

\_\_\_\_\_\_ (T. Check) **Make My Smile Business Card**

***Apply Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Apply 5-1 Dakota Fitness Letterhead**

\_\_\_\_\_\_ (T. Check) **Apply 5-1 Dakota Fitness Envelope**

***Extend Your Knowledge***

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

***Expand Your World***

~~SKIP~~

***In The Lab***

Lab 1: \_\_\_\_\_\_ (T. Check) **Lab 5-1 Trends Again Business Cards**

Lab 2: \_\_\_\_\_\_ (T. Check) **Bowling Certificate**

Lab 3: ~~SKIP~~

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

**Chapter 6: Working With Publisher Tables**

\_\_\_\_\_\_ (T. Check) **Greyhound Dollars Table**

\_\_\_\_\_\_ (T. Check) **Calendar**

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

***Apply Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Apply 6-1 Monthly Expense**

***Extend Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Extend 6-1 Majors Table Complete**

***Expand Your World***

~~SKIP~~

***In The Lab***

Lab 1: \_\_\_\_\_\_ (T. Check) **6-1 Pub Hub Logo**

Lab 2: \_\_\_\_\_\_ (T. Check) **Lab 6-2 Grade School Calendar**

Lab 3: ~~SKIP~~

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

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

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

\_\_\_\_\_\_ (T. Check) **Blank Ticket**

\_\_\_\_\_\_ (T. Check) **Racing Ticket**

***Apply Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Apply 7-1 Victory Fitness Invoice**

**Complete**

***Extend Your Knowledge***

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

**Modified**

***Expand Your World***

~~SKIP~~

***In The Lab***

Lab 1: \_\_\_\_\_\_ (T. Check) Lab **7-1 Home Show Interest Cards**

Lab 2: \_\_\_\_\_\_ (T. Check) **Lab 7-2 Song List**

Lab 3: ~~SKIP~~

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

**Chapter 8: Generating Data-Driven Catalogs**

\_\_\_\_\_\_ (T. Check) **Mills-Deck Intern Directory**

***Apply Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Apply 8-1 Homes Complete**

***Extend Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Extend 8-1 Welcome Home Poster**

**Complete**

***Expand Your World***

~~SKIP~~

***In The Lab***

Lab 1: \_\_\_\_\_\_ (T. Check) **Lab** **8-1 Hot Peppers Catalog**

Lab 2: \_\_\_\_\_\_ (T. Check) **Lab 8-2 National Park Database**

Lab 3: ~~SKIP~~

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

**Chapter 9: Sharing and Distributing Publications**

\_\_\_\_\_\_ (T. Check) **Gentry Email Newsletter**

\_\_\_\_\_\_ (T. Check) **Park District Postcard**

\_\_\_\_\_\_ (T. Check) **Mayor Holiday Card**

***Apply Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Apply 9-1 Family Newsletter Complete**

***Extend Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Extend 9-1 Vehicle Diagnostic Email**

***Expand Your World***

~~SKIP~~

***In The Lab***

Lab 1: \_\_\_\_\_\_ (T. Check) **Lab** **9-1 Web Songs Email**

Lab 2: \_\_\_\_\_\_ (T. Check) **Lab 9-2 Advertisement Complete**

Lab 3: ~~SKIP~~

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

**Chapter 10: Editing Large-Scale Publications**

\_\_\_\_\_\_ (T. Check) **Graduation Short Story**

***Apply Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Apply 10-1 Book Template Complete**

***Extend Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Extend 10-1 Baseline Guides Complete**

***Expand Your World***

~~SKIP~~

***In The Lab***

Lab 1: \_\_\_\_\_\_ (T. Check) **Lab** **10-1 Spring Semester Expenses Table**

Lab 2: \_\_\_\_\_\_ (T. Check) **Lab 10-2 Student Yearbook Complete**

Lab 3: ~~SKIP~~

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

**Chapter 11: Advance Features in Publisher**

\_\_\_\_\_\_ (T. Check) **Ladybug Coloring Page**

\_\_\_\_\_\_ (T. Check) **Ladybug Website**

***Apply Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Apply 11-1 Birds Only Website**

***Extend Your Knowledge***

\_\_\_\_\_\_ (T. Check) **Extend 11-1 Baby Doe Designs Website**

***Expand Your World***

~~SKIP~~

***In The Lab***

Lab 1: \_\_\_\_\_\_ (T. Check) **Lab** **11-1 Only Cakes Web Order Form**

Lab 2: \_\_\_\_\_\_ (T. Check) **Lab 11-2 Ladybug Website**

Lab 3: ~~SKIP~~

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