

**CAB 125--MICROSOFT WORD
Class Schedule—Weeks 1 thru 16**

Date	Week	Seminar Topic and Exercises	Assignments Due This Week
8/26	1	<p>Getting Started (read carefully)</p> <p>Chapter 1 <i>Creating, Printing, and Editing Documents</i></p> <p style="text-align: center;">Due Week 2—Chap. 1 Assessments 1, 2, 3 (Refer to Proofreaders' Marks on page 787)</p> <p>Chapter 2 <i>Formatting Characters</i></p> <p style="text-align: center;">Due Week 2--Chap. 2 Assessments 1, 4 (Use correct memo format on page 788)</p>	
9/2	2	<p>Chapter 3 <i>Aligning & Indenting Paragraphs</i></p> <p style="text-align: center;">Due Week 3—Chap. 3 Assessments 1, 2, 4</p> <p>Chapter 4 <i>Customizing Paragraphs</i></p> <p style="text-align: center;">Due Week 3—Chap. 4 Assessment 2, 3</p> <p>Review Proper Business Letter style p. 789</p>	<p>Chapter 1 Assessments 1, 2, 3</p> <p>Chapter 2 Assessments 1, 4</p>
9/9	3	<p>Chapter 5 <i>Proofing Documents</i></p> <p style="text-align: center;">Due Week 4—Chap. 5 Assessment 1, 3</p> <p>Test--Progress Check 1 (Chapters 1, 2, 3, 4 (not tabs, 5))</p> <p>(Reminder: You may use one page of notes. 8 1/2" x 11" both sides)</p>	<p>Chapter 3 Assessments 1, 2, 4</p> <p>Chapter 4 Assessment 2, 3</p>

9/16	4	<p>Chapter 6 <i>Formatting Pages</i></p> <p>Due Week 5—Chap. 6 Assessment 3</p> <p>Chapter 7 <i>Customizing Page Formatting</i></p> <p>Due Week 5—Chap. 7 Assessment 2, 3</p>	<p>Chapter 5 Assessment 1, 3</p>
9/23	5	<p>Chapter 8 <i>Inserting Elements and Navigating in a Document</i></p> <p>Due Week 8—Chap. 8 Assessment 1 (nothing to hand in)</p> <p>Chapter 9 <i>Maintaining Documents</i></p> <p>Due Week 6—Chap. 9 Assessment 1, 2 (nothing to hand in)</p> <p>Chapter 10 <i>Managing and Printing Documents</i></p> <p>Due Week 6—Chap. 10 Assessment 2, 3</p>	<p>Chapter 6 Assessment 3</p> <p>Chapter 7 Assessment 2, 3</p>
9/30	6	<p>Test--Progress Check 2 (Chapters 6-10 + tabs)</p> <p>(Reminder: You may use one page of notes. 8 1/2" x 11" both sides)</p> <p>Chapter 13 <i>Tables</i></p> <p>Due Week 7—Chap. 13 Asses 1, 2</p>	<p>Chapter 8 Assessment 1</p> <p>Chapter 9 Assessment 1, 2</p> <p>Chapter 10 Assessment 2, 3</p>
10/7	7	<p>Chapter 14 <i>Enhancing Tables</i></p> <p>Due Week 8—Chap. 14 Assessment 3</p> <p>Chapter 18 <i>Managing Lists</i></p> <p>Due Week 8—Chap. 18 Assessment 1</p>	<p>Chapter 13 Assessment 1, 2</p>

10/14	8	<p>Chapter 19 <i>Headers & Footers</i></p> <p>Due Week 9—Chap. 19 Assessment 3</p> <p>Chapter 26 <i>Footnotes & Endnotes</i></p> <p>Due Week 9—Chap. 26 Assessment 1</p>	<p>Chapter 14 Assessment 3</p> <p>Chapter 18 Assessment 1</p>
10/21	9	<p>Test--Progress Check 3 (Chapters 14, 18, 19, 26)</p> <p>(Reminder: You may use one page of notes. 8 1/2" x 11" both sides)</p> <p>Chapter 22 <i>AutoCorrect & Word Options</i></p> <p>Due Week 10—Chap. 22 Assessment 2</p>	<p>Chapter 19 Assessment 3</p> <p>Chapter 26 Assessment 1</p>
10/28	10	<p>Chapter 16 <i>Merging Documents</i></p> <p>Due Week 11—Chap. 16 Assessment 1, 4</p>	<p>Chapter 22 Assessment 2</p>
11/4	11	<p>Chapter 15 <i>Charts</i></p> <p>Due Week 12—Chap. 15 Assessment 3, 5</p> <p>Chapter 17 <i>Sorting and Selecting</i></p> <p>Due Week 12—Chap. 17 Assessment 1, 2</p>	<p>Chapter 16 Assessment 1, 4</p>
11/11	12	<p>Chapter 29 <i>Forms</i></p> <p>Due Week 13—Chap. 29 Assessment 2 (omit point 1c)</p> <p>Chapter 23 <i>Themes</i></p> <p>Due Week 13—Chap. 23 Assessment 2</p>	<p>Chapter 15 Assessment 3, 5</p> <p>Chapter 17 Assessment 1, 2</p>

<p>11/18</p>	<p>13</p>	<p>Test--Progress Check 4 (Ch 15, 16, 17, 22, 23, 29) (Reminder: You may use one page of notes. 8 1/2" x 11" both sides)</p> <p>Chapter 24 <i>Styles</i></p> <p>Due Week 14—Chap. 24 Assessment 1</p>	<p>Chapter 29 Assessment 2</p> <p>Chapter 23 Assessment 2</p>
<p>11/25</p>	<p>14</p>	<p>Chapter 27 <i>Indexes</i></p> <p>Due Week 15—Chap. 27 Assessment 1, 2</p> <p>Chapter 28 <i>Table of Contents</i></p> <p>Due Week 15—Chap. 28 Assessment 1</p>	<p>Chapter 24 Assessment 1</p>
<p>12/2</p>	<p>15</p>	<p>Chapter 20 <i>Managing Shared Documents</i></p> <p>Due Week 16—no homework</p> <p>Test--Progress Check 5 (Ch 24, 27, 28) (Reminder: You may use one page of notes. 8 1/2" x 11" both sides)</p>	<p>Chapter 27 Assessment 1, 2</p> <p>Chapter 28 Assessment 1</p>
<p>12/9</p>	<p>16</p>	<p>Review Test 5 Discuss the MCAS exam (was MOS) Discuss—What's Next?</p>	