**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Microsoft Office 2010**

**Microsoft Word – Chapter 3 Checklist**

***Creating a Business Letter with a Letterhead and Table***

Check off the following tasks as you complete them. Use the table at the bottom of the page to mark where you stop at the end of each day. When you have completed all the tasks, see your teacher for a Chapter Check.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date completed** | **Task** | **Page** | **Points Earned** | **Points** |
|  | SAMS Word Part 3 Training | SAM |  | 29 |
|  | Chapter 3 Lab 1 | SAM |  | 15 |
|  | Chapter 3 Lab 2 | SAM |  | 15 |
|  | Case 1 – Potential Employer | Handout |  | 20 |
|  | Case 2 – Request Donations | Handout |  | 20 |
|  | Case 3 – Confirmation Letter | Handout |  | 20 |
|  | 20 Flash Cards 80% or Higher  [**www.scsite.com/wd2010/learn**](http://www.scsite.com/wd2010/learn) **Chapter 3** | Internet |  | 10 |
|  | Practice Test 18 correct or more  [**www.scsite.com/wd2010/learn**](http://www.scsite.com/wd2010/learn) **Chapter 3** | Internet |  | 10 |
|  | SAMS Word Part 3 Test | SAM |  | 29 |
|  |  |  |  |  |
| **Total possible points** | |  |  | **168** |

<http://sam2010.course.com> [www.scsite.com/wd2010/learn](http://www.scsite.com/wd2010/learn)

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| **DAILY WORK LOG** | | |
| **Date** | **Work Completed** | **Notes** |
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WORD Chapter 3 - ESSENTIAL QUESTIONS

* How do you format characters and paragraphs?
* How is clip art inserted and formatted?
* How are tab stops set and used?
* What are the components of a business letter?
* How do you insert the current date?
* How do you create and insert a building block?
* How do you insert a Word table, enter data in the table, and format the table?
* How do you use a template to create a document?
* How do you fill in a document template?
* How do you copy and paste using the Office Clipboard?
* How are paragraphs formatted?
* How do you insert a Quick Part?
* What are ways to sort a list?
* How do you print preview to view and print a document?