

Course Schedule						
CPTE-105-A Fall 2011 Introduction to Word Processing						
#	Assignment	Pages	Files Needed	Files to Attach	Due	Pts
0	Quiz	None	None	None	8/25	20
1	Tutorial 1	WD 1-43	Author.docx Frog.jpg	Author Flyer.docx Driscoll Envelope.docx Driscoll Letter.docx	8/25	3
2	Tutorial 1 Review	WD 44-46	Extreme.docx Red Flower.jpg	Extreme Flyer.docx Plaut Envelope.docx Plaut Letter.docx	8/28	
	Tutorial 1 Case 3	WD 49-50	Waterfall.jpg	Alyssa Letter.docx		
3	Tutorial 2	WD 53-100	Disaster.docx Interior.docx	Disaster Paper.docx Interior Design.docx Purchases.docx	8/30	3
4	Tutorial 2 Review	WD 101-102	Services.docx Staff.docx Comedy.docx	Comedy Paper.docx Design Services.docx Design Staff.docx	9/1	#
	Tutorial 2 Case 2	WD104-105	Armstrong.docx	Armstrong Paper.docx		
5	Tutorial 3	WD109-153	Energy.docx	Energy Report.docx	9/4	
6	Tutorial 3 Review	WD154-155	Training.docx	Training Report.docx	9/6	#
	Tutorial 3 Case 2	WD 156-157	Network.docx	Network Report.docx		
7	Tutorial 4	WD 161-206	Addresses.docx Apple.jpg Health.docx Letter.docx	Addresses.docx Cover Letter.docx Health Newsletter.docx Merged Cover Letters.docx	9/8	
8	Tutorial 4 Case 1	WD 208-209	Audio.docx Sunflower.jpg	Sunflower Audio.docx	9/11	#
9	Tutorial 5	WD 217-262	Placeholder.docx Report.docx Willow Grove.docx	DCP Report.dotx DCP Theme.thmx Library Sites.docx Pool Sites.docx	9/13	
10	Tutorial 5 Case 2	WD 265-266	Star.docx	Gametron.docx Star Report.docx Star Template.dotx	9/15	#
11	Tutorial 6	WD 269-314	Client.docx Phone.docx Yoga.docx	Carolyn Main Document.docx Client Table.docx Phone Data.docx Phone Directory with Merge Fields.docx Phone Directory.docx Teacher List.docx Yoga Data.mdb Yoga Labels Main Document.docx Yoga Main Document.docx Yoga Merged Labels.docx Yoga Merged Letters [1,2,3].docx	9/18	
12	Tutorial 6 Case 3	WD 320	Main.docx Pasta.txt	Merged Pasta Letters.docx Pasta Data.docx Pasta Main Document.docx	9/20	#
13	Tutorial 7	WD 323-375	Jorgenson Web Page_files (F) Budget.xlsx Chart.xlsx Fields Henry.docx Fields.docx Jorgenson Web Page.htm Resume.docx	Fields Web Page_files (F) Chart Copy.xlsx Fields Combined.docx Fields Web Page.htm Fields Zoe.docx Jorgenson Web Page.htm	9/22	#
14	Tutorial 7 Review	WD 376-377	Expenses.xlsx Progress.docx Progress Henry.docx Rates.xlsx Salad Bar.docx Salad Bar Web Page.htm Salad Bar Web Page_Files (F)	Progress Web Page_files (F) Salad Bar Web Page_files (F) Progress Combined.docx Progress No Links.docx Progress Web Page.htm Progress Zoe.docx Rates Copy.xlsx	9/25	#
15	Final Exam			Turn in before 11:00:00 PM	9/26	# 100

indicates the cutoff date for this assignment and previous unmarked assignments - see cutoff date in syllabus!
This color indicates a quiz or final exam. Notice that the quiz must be taken by the next #