

Course Schedule						
CPTe-105-B Winter 2011 Introduction to Word Processing						
#	Assignment	Pages	Files Needed	Files to Attach	Due	Pts
0	Quiz	None	None	None	2/7	20
1	Tutorial 1	WD 1-37	None	Meyer Letter.docx	2/7	10
2	Rev. for Tutorial 1	WD 38-39	None	Gallatin Letter.docx	2/9	5
3	Tutorial 1 Case 2	WD 40-41	None	EdVest Letter.docx	2/11	5
4	Tutorial 1 Case 3	WD 41-42	None	Melissa.docx	2/13 #	5
5	Tutorial 2 & Tutorial 2 Case 2	WD 45-85 WD 91-92	Design.docx Moth.docx	Design Handout.docx Design Handout Metro.docx Formal Designs.docx Gypsy Moth.docx	2/15	10
6	Tutorial 2 Case 4	WD 93-94	Flour.docx	Flour Form.docx	2/17 #	5
7	Tutorial 3 & Tutorial 3 Case 1	WD 97-137 WD 139-140	Audit.docx Textiles.docx	Audit Report.docx Textiles Report.docx	2/20	10
8	Tutorial 3 Case 4	WD 142-134	None	Dark Sky Protocol.docx	2/22 #	10
9	Tutorial 4 & Rev. for Tutorial 4	WD 147-187 WD 189-190	Addresses.docx Letter.docx Prevention.docx Eating.docx Nutrition.docx	Cover Letter.docx Merged Cover Letters.docx Prevention Newsletter.docx Eating Well.docx Sample Blog.docx Addresses.docx Nutrition Blog.docx Nutrition Letters.docx	3/9	10
10	Tutorial 4 Case 2	WD 192	Island.jpg News.docx	Flannery Newsletter.docx	3/11 #	10
11	Tutorial 5	WD 201-252	Placeholder.docx Report.docx Research.docx Vilas Grove.docx	DCP Report.dotx Library Sites.docx Pool Sites.docx Theater Research.docx	3/14	10
12	Tutorial 5 Case 2	WD 256-257	Star.docx Video.docx	HomeFlix.docx Star Report.docx Star Report Template.dotx Video Research.docx	3/16 #	10
13	Tutorial 6	WD 261-303	Client.docx Phone.docx Yoga.docx	Phone Directory.docx Yoga Merged Labels.docx Yoga Merged Letter with Merge Fields.docx Yoga Merged Letters 1.docx Yoga Merged Letters 3.docx	3/18 #	20
14	Tutorial 7	WD 315-366	Budget.xlsx Chart.xlsx Green.docx Green Fields HD.docx Resume.docx	Green Fields Rev.docx Resume.docx Green Fields Single File Web Page.mht Resume Single File Web Page.mht	3/21 #	20
15	Final Exam				No later than 3/21/2011 11:00:00 PM #	100

indicates the cutoff date for this assignment and previous unmarked assignments - see cutoff date in syllabus!

This color indicates a quiz of final exam. Notice that the quiz must be taken by the next #