

Module 2 – Key Applications

Common Program Functions (21)	Number of problems	Date Started	Date Completed	Due Date	Notes
PRE-ASSESSMENT					
Start, Exit, and Help (211)	6				
Application Basics (212)	11				
Editing and Formatting (213)	15				
Printing (214)	6				
TRAINING					
Start, Exit, and Help (211)	6				
Application Basics (212)	11				
Editing and Formatting (213)	15				
Printing (214)	6				
PROGRESS TEST					
Start, Exit, and Help (211)	6				
Application Basics (212)	11				
Editing and Formatting (213)	15				
Printing (214)	6				

WORD PROCESSING FUNCTIONS (22)	Number of problems	Date Started	Date Completed	Due Date	Notes
PRE-ASSESSMENT					
Formatting (221)	13				
Tables and graphics (222)	14				
TRAINING					
Formatting (221)	13				
Tables and graphics (222)	14				
PROGRESS TEST					
Formatting (221)	13				
Tables and graphics (222)	14				

SPREADSHEET FUNCTIONS (23)	Number of problems	Date Started	Date Completed	Due Date	Notes
PRE-ASSESSMENT					
Modifying Worksheets (231)	9				
Formulas and Functions (232)	10				
Formatting Worksheets (233)	12				
Pictures and Charts (234)	6				
TRAINING					
Modifying Worksheets (231)	9				
Formulas and Functions (232)	10				
Formatting Worksheets (233)	12				
Pictures and Charts (234)	6				
PROGRESS TEST					
Modifying Worksheets (231)	9				
Formulas and Functions (232)	10				
Formatting Worksheets (233)	12				
Pictures and Charts (234)	6				