















PROJECT FORECASTS

Office Applications II

UNIT	NAME	TYPE	DIFFICULTY	TIME
1	<i>Managing the Worksheet Environment</i>	Activity		
1	<i>Saving and Printing Microsoft Excel Files</i>	Activity		
1	<i>Financial Terms</i>	Activity		
2	<i>Stock Market Project Part 1 - Researching and Recording Stock Prices</i>	Activity		
2	<i>Stock Market Project Part 2 - Formatting a Spreadsheet</i>	Activity		
2	<i>Stock Market Project Part 3 - Entering Formulas</i>	Activity		
2	<i>Stock Market Project Part 4 - Entering Functions</i>	Activity		



2	Budget Project - Vehicle Research	Activity		
3	Stock Market Project Part 5 - Creating and Enhancing Charts	Activity		
3	Stock Market Project Part 6 - Creating Advanced Charts	Activity		
1	Managing the Worksheet Environment	Activity		
1	Saving and Printing Microsoft Excel Files	Activity		
1	Financial Terms	Activity		
2	Stock Market Project Part 1 - Researching and Recording Stock Prices	Activity		