












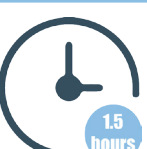












PROJECT FORECASTS

Office Applications I

UNIT	NAME	TYPE	DIFFICULTY	TIME
1	<i>Microsoft Word Document Formatting</i>	Activity		
1	<i>Microsoft Word Page and Paragraph Formatting</i>	Activity		
1	<i>Unit 1 - Capstone</i>	Activity		
2	<i>Inserting and Modifying Content</i>	Activity		
2	<i>Tables</i>	Activity		
2	<i>Unit 2 - Capstone</i>	Activity		
3	<i>Record a Macro</i>	Activity		

3	<i>Creating a Merge</i>	Activity		
3	<i>Inserting Special Report Features</i>	Activity		
3	<i>Creating a document template</i>	Activity		
3	<i>Unit 3 - Capstone</i>	Activity		
4	<i>Simulation: Creating a Presentation</i>	Activity		
4	<i>Simulation: Design and Create a Presentation</i>	Activity	