Microsoft Office 2013

Lesson 3 – Creating a Business Letter with a Letterhead and Table

| unit | CHAPTER | Lesson title | Initial and Date |
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| **Microsoft Word 2013** | 3 | Creating a Business Letter with a Letterhead and Table |  |
|  |  | WD 137-189 |  |
|  |  |  Apply Your Knowledge WD 190 |  |
|  |  |  Analyze, Correct, Improve WD 193 |  |
|  |  |  In the Lab 1 Creating a Letter with a Letterhead WD 194-195 |  |
|  |  |  In-the-Lab 2—Creating a Letter with a Letterhead and Table WD 195-197 |  |
|  |  | In-the-Lab 3: Expand Your World |  |
|  |  | SAMs Training |  |
|  |  | SAMs Assessment Score |  |
|  |  | *Ask instructor for next tracking sheet* |  |
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