

ICHECK SERIES MICROSOFT® 2007 REAL WORLD APPLICATIONS DATA AND
SOLUTION FILES

The following tables list all the Data Files and Solution Files used in the *iCheck Series Microsoft® Office 2007 Real World Applications* program.

Unit 1 Lesson 1					
Lesson/ Exercise	Pg #	Data File	Lesson/ Exercise	Pg #	Solution File
			EX 1-6 to EX 1-12	16	w1-6-SF.docx
EX 1-13	17	Goals.docx	EX 1-14 to EX 1-17	21	Goals-SF.docx
			PIA 1	24	w1rev1-SF.docx
			PIA 2	25	w1rev2-SF.docx
			PIA 3	26	w1rev3-SF.docx
YTI 4	27	Letter.docx	YTI 4	27	w1rev4-SF.docx
			YTI 5	28	w1rev5-SF.docx
CYP 9	30	Jobs.docx			

Unit 1 Lesson 2

Lesson/ Exercise	Pg #	Data File	Lesson/ Exercise	Pg #	Solution File
EX 2-1	35	Schedule_Memo.docx	EX 2-1 to EX 2-2	37	Schedule_Memo-SF.docx
EX 2-3	38	Memo.docx	EX 2-3 to EX 2-7	42	Memo-SF.docx
EX 2-8	43	Meeting_Notes.docx	EX 2-8 to EX 2-13	49	Meeting_Notes-SF.docx
EX 2-14	50	Meeting_Outline.docx	EX 2-14	50	Meeting_Outline-SF.docx
EX 2-15	51	Flyer.docx	EX 2-15 to EX 2-19	55	Flyer-SF.docx
PIA 1	57	Fonts.docx	PIA 1	57	Fonts1-SF.docx
PIA 2	58	Paragraphs.docx	PIA 2	58	Paragraphs2-SF.docx
PIA 3	59	PI_Memo.docx	PIA 3	59	PI_Memo3-SF.docx
YTI 4	60	Volunteers.docx	YTI 4	60	Volunteers4-SF.docx
YTI 5	61	Yearbook.docx	YTI 5	61	Yearbook5-SF.docx

Unit 1 Lesson 3

Lesson/ Exercise	Pg #	Data File	Lesson/ Exercise	Pg #	Solution File
EX 3-1	68	Business_Letter.docx	EX 3-1 to EX 3-10	77	Business_Letter-SF.docx
EX 3-11	78	Fay_Memo.docx	EX 3-11 to 3-13	80	Fay_Memo-SF.docx
EX 3-14	81	Profiles.docx	EX 3-14	82	Profiles-SF.docx
			EX 3-15	84	Leadership-SF.docx
			EX 3-16	85	Leadership2-SF.docx
			EX 3-17	86	Leadership Letterhead-SF.docx
PIA 1	88	Park_Letter.docx	PIA 1	88	Park_Letter1-SF.docx
			PIA 2	89	Park_Letter2-SF.docx
			PIA 3	90	Park_Letter3-SF.docx
YTI 4	91	Hillside_Letter.docx	YTI 4	91	Hillside_Letter4-SF.docx
YTI 5	92	Wkshop_Memo.docx	YTI 5	92	Wkshop_Memo5-SF.docx
SAW 7	93	w3rev7.docx	SAW 7	93	w3rev7-SF.docx
			Ch. Yrslf. 9	94	w3rev9-SF.docx
			Ch. Yrslf. 10	94	w3rev10-SF.docx
			Ch. Yrslf. 11	94	w3rev11-SF.docx

Unit 1 Lesson 4

Lesson/ Exercise	Pg #	Data File	Lesson/ Exercise	Pg #	Solution File
EX 4-2	99	Earthquakes.docx	EX 4-1 to EX 4-8	106	Academics-SF.docx
EX 4-9	107	Endnotes.docx	EX 4-9	107	Endnotes-SF.docx
EX 4-10	108	Footnotes.docx	EX 4-10	108	Footnotes-SF.docx
EX 4-11	110	Business.docx	EX 4-11 to 4-18	118	Business-SF.docx
EX 4-20	120	Report_Outline.docx	EX 4-20	121	Report_Outline-SF.docx
PIA 1	124	Washington.docx	PIA 1	124	Washington1-SF.docx
			PIA 2	125	Washington2-SF.docx
			PIA 3	126	Washington3-SF.docx
YTI 4	127	New Zealand.docx	YTI 4	127	NewZealand4-SF.docx
			YTI 5	128	NewZealand5-SF.docx
			BCA 6	129	w4rev6-SF.docx
SAW 7	129	Conflict.docx	SAW 7	129	Conflict7-SF.docx
Ch. Yrslf. 9	130	Marketing_Report.docx	Ch. Yrslf. 9	130	Marketing_Report9-SF.docx
			Ch. Yrslf. 10	130	Marketing_Report10-SF.docx
			Ch. Yrslf. 11	130	Marketing_Report11-SF.docx

Unit 1 Lesson 5

Lesson/ Exercise	Pg #	Data File	Lesson/ Exercise	Pg #	Solution File
EX 5-1	133	Newsletter.docx	EX 5-1 to EX 5-16	150	Newsletter-SF.docx
EX 5-17	151	Sales.docx	EX 5-17 to EX 5-18	152	Sales-SF.docx
PIA 1	155	Hillside.docx	PIA 1	155	Hillside1-SF.docx
			PIA 2	156	Hillside2-SF.docx
			PIA 3	157	Hillside3-SF.docx
			YTI 4	158	w5rev4-SF.docx
			YTI 5	159	Hillside5-SF.docx
Ch. Yrslf. 10	161	Theater_Newsletter.docx	Ch. Yrslf. 10	161	Theater_Newsletter10-SF.docx
Ch. Yrslf. 11	161	Grades.docx	Ch. Yrslf. 11	161	Grades-SF.docx

Unit 1 Lesson 6

Lesson/ Exercise	Pg #	Data File	Lesson/ Exercise	Pg #	Solution File
EX 6-1	164	Flyer_Memo.docx	EX 6-1 to EX 6-2	165	Flyer_Memo-SF.docx
EX 6-3	166	Flyer.docx	EX 6-3 to 6-5	169	Flyer-SF.docx
EX 6-5	169	Changes.docx			
			EX 6-6 to 6-9	173	Combined-SF.docx
			EX 6-10 to 6-11	175	Combined-SF.html and the Combined-SF_files folder
EX 6-12	176	Notice.docx			
EX 6-13	177	List.docx			
			EX 6-13 to 6-14	179	Notice-Landscape-SF.docx
			EX 6-16	181	Labels-SF.docx
			EX 6-17	182	Notice-SF.doc; Notice-SF.rtf
EX 6-18	183	Circle.wmf	EX 6-18	184	Letterhead-SF.docx
PIA 1	187	Book Sale.docx	PIA 1	187	Book Sale1-SF.docx
			PIA 2	188	Book Sale2-SF.docx
			PIA 3	189	Book Sale3-SF.docx
YTI 4	190	Clinic.docx	YTI 4	190	Clinic4-SF.docx
YTI 5	191	Clients.docx	YTI 5	191	Clinic5-SF.docx
Ch. Yrslf. 11	193	Donors.docx			
Unit 1 Closer: Portfolio Proj. pt. 2	197	Schedule.docx			

Unit 2 Lesson 1

<i>Lesson/ Exercise</i>	<i>Pg #</i>	<i>Data File</i>	<i>Lesson/ Exercise</i>	<i>Pg #</i>	<i>Solution File</i>
There are no data files for this lesson					
			EX 1-6 to 1-13	217	e1-6-SF.xlsx
			PIA 1	219	e1rev1-SF.xlsx
			PIA 2	220	e1rev2-SF.xlsx
			PIA 3	221	e1rev3-SF.xlsx
			YTI 4	222	e1rev4-SF.xlsx
			YTI 5	223	e1rev5-SF.xlsx
			Crit. Think. 7	224	e1rev7-SF.xlsx
			Crit. Think. 8	224	e1rev8-SF.xlsx
			Ch. Yrslf. 9	225	e1rev9-SF.xlsx
			Ch. Yrslf. 10	225	e1rev10-SF.xlsx
			Ch. Yrslf. 11	225	e1rev11-SF.xlsx

Unit 2 Lesson 2

Lesson/Exercise	Pg #	Data File	Lesson/Exercise	Pg #	Solution File
EX 2-1	228	Budget.xlsx	EX 2-1 to 2-12	239	Budget-SF.xlsx
EX 2-12	239	Months.xlsx			
PIA 1	242	Clients.xlsx	PIA 1	242	Clients1-SF.xlsx
			PIA 2	243	Clients2-SF.xlsx
			PIA 3	244	Clients3-SF.xlsx
YTI 4	245	Teams.xlsx	YTI 4	245	Teams4-SF.xlsx
			YTI 5	246	Sporting5-SF.xlsx
Ch. Yrslf. 9	248	Sandwich.docx	Ch. Yrslf. 9	248	e2rev9-SF.xlsx
Ch. Yrslf. 10	248	Sandwich.docx	Ch. Yrslf. 10	248	e2rev10-SF.xlsx
Ch. Yrslf. 11	248	Sandwich.docx	Ch. Yrslf. 11	248	e2rev11-SF.xlsx

Unit 2 Lesson 3

Lesson/Exercise	Pg #	Data File	Lesson/Exercise	Pg #	Solution File
EX 3-1	251	Goals.xlsx	EX 3-1 to 3-6	259	Goals-SF.xlsx
EX 3-7	260	Supplies.xlsx	EX 3-7 to 3-11	264	Supplies-SF.xlsx
EX 3-12	265	Computers.xlsx	EX 3-12 to 3-18	272	Computers-SF.xlsx
EX 3-16	269	CompuBold.jpg			
PIA 1	275	Office.xlsx	PIA 1	275	Office1-SF.xlsx
			PIA 2	276	Office2-SF.xlsx
PIA 3	277	OfficeInc.jpg	PIA 3	277	Office3-SF.xlsx
YTI 4	278	Planner.xlsx	YTI 4	278	Planner4-SF.xlsx
YTI 5	279	Backpacking.xlsx	YTI 5	279	Backpacking5-SF.xlsx
YT1 5	279	Pack.jpg			
SAW 7	280	Pottery.xlsx			

Unit 2 Lesson 4

Lesson/ Exercise	Pg #	Data File	Lesson/ Exercise	Pg #	Solution File
EX 4-1	284	February Sales.xlsx	EX 4-1 to 4-2	285	February Sales-SF.xlsx
EX 4-3	286	Bonus.xlsx	EX 4-3 to 4-6	289	Bonus-SF.xlsx
EX 4-7	290	Books.xlsx	EX 4-7 to 4-10	293	Books-SF.xlsx
EX 4-11	294	Shoes.xlsx	EX 4-11 to 4-14	297	Shoes-SF.xlsx
EX 4-15	298	Expenses.xlsx	EX 4-15	299	Expenses-SF.xlsx
EX 4-16	300	Car.xlsx	EX 4-16 to 4-17	303	Car-SF.xlsx
PIA 1	306	Commission.xlsx	PIA 1	306	Commission1-SF.xlsx
			PIA 2	307	Commission2-SF.xlsx
			PIA 3	308	Commission3-SF.xlsx
YTI 4	309	Homework.xlsx	YTI 4	309	Homework4-SF.xlsx
			YTI 5	310	Homework5-SF.xlsx
			BCA 6	311	e4rev6-SF.xlsx
			SAW 7	311	e4rev7-SF.xlsx
			21stC 8	311	e4rev8-SF.xlsx
			Ch. Yrslf. 9	312	e4rev9-SF.xlsx
			Ch. Yrslf. 10	312	e4rev10-SF.xlsx
			Ch. Yrslf. 11	312	e4rev11-SF.xlsx

Unit 2 Lesson 5

Lesson/Exercise	Pg #	Data File	Lesson/Exercise	Pg #	Solution File
			EX 5-1 to 5-4	318	Timecard-SF.xlsx
			EX 5-5 to 5-17	332	Insurance-SF.xlsx
EX 5-6	320	Guidelines.xlsx			
EX 5-6	320	Pricing.xlsx	EX 5-7	321	Sales Numbers-SF.htm
PIA 1	335	Costs.xlsx	PIA 1	335	Costs1-SF.xlsx
			PIA 2	336	Costs2-SF.xlsx
			PIA 3	337	Costs3-SF.xlsx
			YTI 4	338	Expenses4-SF.xlsx
			YTI 5	339	Subjects5-SF.xlsx
YTI 5	342	Subjects.xlsx			
BCA 6	343	Hours.docx	BCA 6	343	e5rev6-SF.xlsx
SAW 7	343	Web.xlsx			
Unit 2 Closer: Portfolio Proj. pt. 1	344	Hours.docx			
Unit 2 Closer: Portfolio Proj. pt. 3	346	Lawns.docx			

Unit 3 Lesson 1

Lesson/Exercise	Pg #	Data File	Lesson/Exercise	Pg #	Solution File
EX 1-4	355	Sports Equipment.accdb	EX 1-4 to 1-19	370	Sports Equipment-SF.accdb
EX 1-16	367	Sports Equipment Split.accdb	EX 1-16 to 1-19	370	Sports Equipment Split-SF_be.accdb
PIA 1	373	Camp.accdb	PIA 1 and PIA 2	373 and 374	Activity Info table (located in Camp-SF.accdb)
			PIA 3	375	Hart Lodge Activities query (located in Camp-SF.accdb)
			YTI 5	377	Order Info and Product Info tables (located in Sports Equipment-SF.accdb)
Ch. Yrslf. 10	379	My Collections.accdb			
Ch. Yrslf. 11	379	Registration.accdb			

Unit 3 Lesson 2

Lesson/ Exercise	Pg #	Data File	Lesson/ Exercise	Pg #	Solution File
			EX 2-3	385	Contacts table (located in Database-SF.accdb)
			EX 2-4	386	Companies table (located in Database-SF.accdb)
EX 2-5	387	Depot.accdb	EX 2-5 to 2-16	403	Depot-SF.accdb
EX 2-10	396	Baseball.gif			
EX 2-10	397	Baseball Glove.gif			
EX 2-10	397	Baseball Glove.jpg			
EX 2-17	404	Warehouse.accdb	EX 2-17 to 2-22	415	Warehouse-SF.accdb
			PIA 1	418	Find duplicates for DetailedOrders query (located in Warehouse-SF.accdb)
			PIA 2	419	Contacts table (located in Warehouse-SF.accdb)
			PIA 3	420	Quantities query (located in Warehouse-SF.accdb)
			YTI 4 to YTI 5	421 to 422	Quantities More Than 2 query (located in Warehouse-SF.accdb)

Unit 3 Lesson 3

Lesson/ Exercise	Pg #	Data File	Lesson/ Exercise	Pg #	Solution File
EX 3-1	427	Sports.a ccdb	EX 3-1 to 3-21	460	Sports-SF.accdb
			PIA 1	463	Product Form (located in Sports-SF.accdb)
			PIA 2	464	Order Detail report (located in Sports-SF.accdb)
			PIA 3	465	Inventory Labels report (located in Sports-SF.accdb)
			YTI 4	466	Customer Split View form (located in Sports-SF.accdb)
			YTI 5	467	Orders With Groups report (located in Sports-SF.accdb)
			Ch. Yrslf. 9	469	Product9-SF form (located in Sports-SF.accdb)
			Ch. Yrslf. 10	469	ProductReport10-SF report (located in Sports-SF.accdb)
			Ch. Yrslf. 11	469	ProdLabels11-SF table (located in Sports-SF.accdb)

Unit 3 Lesson 4

Lesson/ Exercise	Pg #	Data File	Lesson/ Exercise	Pg #	Solution File
EX 4-1	472	Sports4.accdb	EX 4-1 to 4-19	498	Sports4-SF.accdb
EX 4-1	473	GRecord.xlsx			
EX 4-3	475	GRecord.xlsx			
			PIA 1	501	DetailedOrders query (located in Sports4-SF.accdb)
			PIA 2	502	CustOrdAmt By Order Date query (located in Sports4-SF.accdb)
			PIA 3	503	CustomerOrders form (located in Sports4-SF.accdb)
			YTI 4	504	Sport Record Holders3 table (located in Sports4-SF.accdb)
			YTI 5	505	Sport Record Holders3-SF.rtf
			Ch. Yrslf. 9	507	DetailedOrders-9SF query (located in Sports4-SF.accdb)
			Ch. Yrslf. 10	507	DetailedOrders-10SF.xlsx
			Ch. Yrslf. 11	507	From Sales11-SF.xlsx

Unit 3 Lesson 5

Lesson/ Exercise	Pg #	Data File	Lesson/ Exercise	Pg #	Solution File
EX 5-1	510	Sports5.accdb	EX 5-1 to 5-10	522	Sports5-SF.accdb
EX 5-10	522	Customer.xlsx, Order.xlsx, and Product.xlsx, located in the Linked Tables folder			
EX 5-11	523	Sports5b.accdb	EX 5-11	523	Sports5b-SF.mdb
EX 5-12	524	BrokenDB.accdb	EX 5-12	524	a5-12-SF.accdb
			PIA 1	527	Sports5-SF.accdb
			PIA 2	528	Sports5b2003-SF.mdb
			PIA 3	529	a5-p3-SF.accdb
			YTI 5	531	CustomerOrders form (located in Sports5-SF.accdb)
			Ch. Yrslf. 10	533	Query Order_PivotChart10-SF (located in Sports5-SF.accdb)
			Ch. Yrslf. 11	533	Query Order_PivotChart11-SF (located in Sports5-SF.accdb)
Unit 3 Closer: Portfolio Proj. pt. 1	536	Fundraiser.docx	Unit 3 Closer: Portfolio Proj. pt. 4	539	BakeSale-SF.accdb

Unit 4 Lesson 1

Lesson/Exercise	Pg #	Data File	Lesson/Exercise	Pg #	Solution File
EX 1-3	546	Tips.pptx	EX 1-3 to 1-16	559	Tips-SF.pptx
PIA 1	562	Pizza.pptx	PIA 1	562	Pizza1-SF.pptx
			PIA 2	563	Pizza2-SF.pptx
			PIA 3	564	Pizza3-SF.pptx
			YTI 4	565	Tips4-SF.pptx
			YTI 5	566	Tips5-SF.pptx
			SAW 7	567	Tips7-SF.pptx

Unit 4 Lesson 2

Lesson/ Exercise	Pg #	Data File	Lesson/ Exercise	Pg #	Solution File
EX 2-3	573	Outline.docx			
EX 2-8	578	Garden.jpg			
EX 2-13	586	Flowers.jpg	EX 2-1 to 2-18	591	Garden-SF.pptx
PIA 1	594	Fundraiser.pptx, PI_Outline.docx, Lawnmower.jpg	PIA 1	594	Fundraiser1-SF.pptx
			PIA 2	595	Fundraiser2-SF.pptx
			PIA 3	596	Fundraiser3-SF.pptx
YTI 4	597	Theater.pptx. Theater.wmf	YTI 4	597	Theater4-SF.pptx
			YTI 5	598	Theater5-SF.pptx
BCA 6	599	Sales.pptx			

Unit 4 Lesson 3

Lesson/Exercise	Pg #	Data File	Lesson/Exercise	Pg #	Solution File
EX 3-1	603	Music.pptx	EX 3-1 to 3-18	622	Music-SF.pptx
EX 3-2	604	Satellite.wmf			
EX 3-19	623	Staff.pptx	EX 3-19 to 3-22	628	Staff-SF.pptx
PIA 1	631	Copyrights.pptx	PIA 1	631	Copyrights1-SF.pptx
			PIA 2	632	Copyrights2-SF.pptx
			PIA 3	633	Copyrights3-SF.pptx
YTI 4	634	Questions.pptx	YTI 4	634	Questions4-SF.pptx
			YTI 5	635	Questions5-SF.pptx
SAW 7	636	p3rev7.pptx			

Unit 4 Lesson 4

Lesson/Exercise	Pg #	Data File	Lesson/ Exercise	Pg #	Solution File
EX 4-1	640	Literacy.pptx	EX 4-1 to 4-18	660	Literacy-SF.pptx
EX 4-3	642	Publicity.pptx			
EX 4-5	645	Publicity.pptx			
EX 4-7	647	Worksheet.docx			
EX 4-9	649	Reading.wmv			
EX 4-9	650	Volunteer.wav			
			EX 4-11	652	p4-7a-SF.docx and p4-7b-SF.docx
EX 4-19	661	Volunteer.wav, Worksheet.docx, and Reading.wmv	EX 4-19	662	LiteracyCD-SF folder
			4-21	664	Literacy-SF.ppsx, Literacy-SF.pps, and Literacy-SF.ppt (Files are located in folders)
PIA 1	667	Activities.pptx	PIA 1	667	Activities1-SF.pptx
			PIA 2	668	Activities2-SF.pptx
			PIA 3	669	Activities3-SF.pps, found in the Activities Presentation-SF folder
YTI 4	670	Habits.pptx	YTI 4	670	Habits4.ppt, found in HealthyHabitsCD- SF folder
			YTI 5	671	Habits5-SF.pptx
SAW 7	673	Publicity.pptx			
Ch. Yrslf. 9	673	Activities.pptx			
Ch. Yrslf. 10	673	Activities.pptx			

Ch. Yrslf. 11	673	Activities.pptx			
Unit 4 Closer: Portfolio Proj. pt. 2	677	Certificate.pptx	Portfolio Proj. pt. 2	677	Certificate-SF.pptx

Appendix A

Lesson/Exercise	Pg #	Data File	Lesson/ Exercise	Pg #	Solution File
App. A EX 1	682	Rental.docx	App. A EX 1	683	Rental-SF.docx
App. A EX 1	682	Properties.xlsx			
App. A EX 1	683	Cleaning.xlsx			
App. A EX 2	684	Budget.xlsx	App. A EX 5	687	Budget-SF.xlsx
App. A EX 2	684	Memo.docx	App. A EX 5	687	Memo-SF.docx
App. A EX 6	688	Estate.accdb	App. A EX 7	690	Estate-SF.accdb
App. A EX 6	688	Recent.xlsx			
App. A EX 7	690	Repairs.xlsx	App. A EX 7	690	Repairs table (located in Estate-SF.accdb)
			App. A EX 8	691	Current-SF.xlsx
			App. A EX 9	692	Realty-SF.rtf
App. A EX 10	693	Added.txt			
			App. A EX 10	693	Listings table (located in Estate-SF.accdb)
App. A EX 11	694	Historic.pptx	App. A EX 12	695	Historic-SF.pptx