**Advanced Document Processing Unit**

Processing documents such as letters, mailings, agendas, minutes, etc. will be a part of many careers. Your future job may be to create documents such as these, or you may have to do them yourself because you won’t have a secretary or administrative assistant to do it for you. It is important to learn how Word can assist you in creating these documents. There are many assignments/projects throughout this unit with a quiz at the end. Be sure to complete all assignments before taking the quiz.

1. Print this document and put in your folder. It should be used by you to keep track of your progress and will be used by the teacher to record your understanding of the material.
2. Open the file called ‘1 business letter and labels’ from the Weebly site. Complete the assignment and turn in.
3. Open the file called ‘2 mass mailing’ from the Weebly site. Complete the assignment and turn in.
4. Open the file called ‘3 business meeting docs’ from the Weebly site. Complete the assignment and turn in.
5. Open the file called ‘4 rate schedule\_table work‘ from the Weebly site . Complete the assignment and turn in.
6. Open the file called ‘5 records list’ from the Weebly site. Complete the assignment and turn in.
7. Open the file called ‘6 program’ from the Weebly site. Complete the assignment and turn in.
8. Open the file called ‘7 report‘ from the Weebly site. Complete the assignment and turn in.
9. Open the file called ‘8 table of contents’ from the Weebly site. Complete the assignment and turn in.
10. Take the Advanced Document Processing Quiz. It is open note, but not open neighbor/friend. Access the quiz by going to this link: [**http://www.quia.com/quiz/3330879.html**](http://www.quia.com/quiz/3330879.html).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Advanced Document Processing Unit** | | | | |
|  | **Unsatisfactory** | **Satisfactory** | **Excellent** | **Comments** |
| Business Letters and Labels |  |  |  |  |
| Mass Mailing |  |  |  |  |
| Business Meeting Documents |  |  |  |  |
| Rate Schedule |  |  |  |  |
| Records List |  |  |  |  |
| Program |  |  |  |  |
| Report |  |  |  |  |
| Table of Contents |  |  |  |  |
| Quiz |  |  |  |  |