

WEEK OF: SEPTEMBER 28, 2020

CLASS: Microsoft Office Specialist

TEACHER: Mrs. See

CONTACT INFO:

Email: annie.see@thedeltahighschool.com

OBJECTIVES:

Working with various features of Word and Power Point
M/T – Tables in Word, T/F – Setting up a P.P. Presentation

CLASSROOM MEETING TIMES:

Regular school week

ZOOM LINKS:

All links are posted in the Calendar in Teams / Outlook

YOUR ASYNCHRONOUS RESPONSIBILITIES BEFORE ZOOM LESSON #1:

Complete assignments from previous week

YOUR RESPONSIBILITIES AFTER ZOOM #1:

Watch video, complete assignment, and turn in assignment

YOUR ASYNCHRONOUS RESPONSIBILITIES AFTER ZOOM #1:

Watch video, complete assignment, and turn in assignment

YOUR ASYNCHRONOUS RESPONSIBILITIES BEFORE ZOOM LESSON #2:

Watch video, complete assignment, and turn in assignment.

YOUR RESPONSIBILITIES AFTER ZOOM #2:

Watch video, complete assignment, and turn in assignment

YOUR ASYNCHRONOUS RESPONSIBILITIES AFTER ZOOM #2:

Watch video, complete assignment, and turn in assignment

IDEAS FOR USING YOUR ASYNCHRONOUS TIME:

Review previous videos. Complete missing assignments.

DUE DATES:

Wednesday night by 11:59pm, Sunday night by 11:59

OFFICE HOURS:

List normal office hours.