

COMPUTER APPS ASSIGNMENTS

Week of March 23 – 27, 2020

Dear Seniors,

Welcome to another week of learning from home! This week in Computer Apps we will continue working in PowerPoint Module 3. Here are your assignments for this week:

- 1) PowerPoint Module 3 – Skills Review p. 67 – 69. Please follow through the directions carefully so you don't miss any steps. You may look back in the book or e-mail me if you have any questions while doing this assignment. When you are finished compare your presentation to the picture on p. 67 to make sure you have it correct.
- 2) PowerPoint Module 3 – Independent Challenge #1 – p. 69. As in the previous assignment, be sure you follow the directions carefully. Even though Independent Challenges are usually counted as quiz grades, you may look back in the book or e-mail me for help. When you are done compare your presentation to the picture on p. 69 to make sure it is correct.

Microsoft has made some updates to PowerPoint since this book has come out so some of the designs or color options they mention in the book may no longer be available. If you come across this situation, simply make a note of it in the notes pane of that particular slide and choose another option.

YOU HAVE UNTIL FRIDAY, MARCH 27 TO COMPLETE BOTH OF THESE ASSIGNMENTS. When you have completed them e-mail them to me at gmansfield@lcany.org. And as always, if you have any questions or problems please let me know by e-mail.

I am praying for each one of you this week as you continue working from home. I know these are troubling times, but just keep trusting in the Lord day by day. He is our shelter and strength and a very present help in times of trouble. I'm praying you find peace and joy in Him today.

"The LORD is my strength and my shield; m heart trusted in him, and I am helped; therefore my heart greatly rejoiceth; and with my song will I praise Him." Psalm 28:7

Love,

Mrs. Mansfield