

Mrs. Gayle Mansfield's Computer Classes

WORD PROCESSING – 8TH Grade

Complete the following assignment and e-mail it back to me at gmansfield@lcany.org by Friday, March 20, 2020.

Text Book - KEYBOARDING AND DOCUMENT PROCESSING p.70 – 71 Section 45

- Open a blank Word document – change the setting to “No Spacing”. Follow instructions in the left margin for each sub-section.
- Save as “WP – Section 45”.
- Compose an e-mail to “gmansfield@gmail.com”, subject: Word Proc., attach “WP – Section 45”

COMPUTER APPS – 12TH GRADE

Complete the following assignment and e-mail it back to me at gmansfield@lcany.org by Friday, March 20, 2020.

Text Book – MICROSOFT OFFICE 2016

- Check your school e-mail for the file necessary for this assignment. I know some of you have already started working on this assignment, but unfortunately you will have to start it again.
- Complete PowerPoint Module 3 p.50 – 65.
- As you work through the assignment be sure to read the information in the yellow boxes in each section.
- Once your PowerPoint is completed send it as an attachment in an e-mail to me with the subject “Computer Apps”.

YEARBOOK – 12TH GRADE

Complete all assigned yearbook pages in Jostens by Friday, March 20, 2020. I will complete the advertising section and the yearbook staff page. Our final deadline is Monday, March 23, so everything needs to be done!!!

I will be praying for each of you during this time off from school. If you have any questions about any of the above assignments or information please e-mail me at gmansfield@lcany.org.