**Computer Apps**

**April 20 - 24**

**What you will need:**

Computer/device

Internet

School e-mail/Microsoft TEAMS

**What you will do:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **M 4/20** | **T 4/21** | **W 4/22** | **Th 4/23** | **F 4/24** |
| Check your GRADES in Teams  Continue Character Autobiography PPT project (2 slides) | Continue Character Autobiography PPT project (2 slides) | Make a post on Discussion Board and Reply (see Topic below)  Continue Character Autobiography PPT project (2 slides) | Continue Character Autobiography PPT project   * Finalize animation, transitions, notes and design   Watch “Share Autobiography” video | Watch “Share Autobiography” video  Continue Character Autobiography PPT project   * Finalize animation, transitions, notes and design * Read below for TURN-IN (you will submit TWICE) |
| **Use the boxes below to CHECK when above task is completed** (optional)**:** | | | | |
|  |  |  |  |  |

**What you will learn:**

How to create a PowerPoint presentation using advanced features.

**How you will complete your work:**

**Check your GRADES in Teams** (for all classes using Teams)

1. Select your class > Select GENERAL >
2. From a computer: You will see TABS across the top > Select GRADES
3. From your phone: You will see Posts, Files, More > Select MORE > Select GRADES
4. Reflect on your effort, participation, and understanding of class. Send me (or your other teachers) a “CHAT” if you would like to discuss your grades and participation.
   1. From a computer: It will be on the left hand side above “Teams”
   2. From your phone: It will be along the bottom under your list of Teams classes

**WORK ON PPT PROJECT**

1. You should complete at least 2 slides per day in order to keep with the pace of the class.
2. Two slides a day will give you plenty of time to gather content, design, and apply features such as timing on animation and transitions

**TURN-IN PROJECT \*\*\* 2 places \*\*\***

1. Project is due Sunday at midnight…
   1. Post in Files > Character Autobiography: Watch the Video “Share Autobiography” to learn how to post it so that your classmates can view.
   2. Also post in Assignments

**Post and Reply in Discussion Board**

1. Discussion Board Topic: Tell us your progress. Some talking points: how many slides are done, what do you have left to do, what parts were fun, what parts were difficult, what did you try that was new, what slide is most creative –what did you do, what part are you proud of, tell us your character…. These are just ideas of things to discuss regarding progress (at least a couple sentences)
2. Add to Post: Take a screenshot/photo of your best designed slide and post with your Discussion Board post (hint: click the paperclip to attach)
3. Reply to at least TWO classmates. Your reply should be conservation, not “that’s cool” or “me too.” Provide an idea or feedback. (a least a sentence)

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**“See” you next week ☺**