**Computer Apps**

**April 6 - 10**

**What you will need:**

Computer/device

Internet

School e-mail/Microsoft TEAMS

**What you will do:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **M 4/6** | **T 4/7** | **W 4/8** | **Th 4/9** | **F 4/10** |
| Join our Computer Apps Team on Microsoft TEAMSMake a Post in our TEAM Discussion Board  | Reply to TWO classmates in TEAM Discussion Board | Turn-in a practice assignmentWatch the Video Lesson: Parts of the PPT window | Watch the Video Lesson: Tips for PPT Presentations. Watch the Video Lesson: Basics of PPT | Complete PPT Quiz 1All tasks DUE Friday at 3:00 |
| **Use the boxes below to CHECK when above task is completed** (optional)**:** |
|  |  |  |  |  |

**What you will learn:**

How to use Microsoft TEAMS! Parts of the PowerPoint window and improving your design and presentation skills.

**How you will complete your work:**

**Enroll in Computer Apps TEAM**:

1. FIRST: If you plan to use your PHONE or tablet, you must Download the Microsoft Teams app ***before*** you join the class; you can also use Microsoft Teams through your computer. Instructions are in your email.

1. NEXT: You will have an invitation in your school e-mail to join our team. Follow the directions provided.
2. EXPLORE our Team: Click on EVERY tab and open EVERY folder.

**Make a POST in Computer Apps TEAM:**

1. Open the document that was sent in your email called Microsoft TEAM Instructions. Use this to help learn how to use TEAM.
2. Once you open your Class, one the left side, click Discussion Board.
3. Find the POSTS tab. Start typing in the box as shown below, hit enter or the arrow when done.
4. Your post should be a nice message to class: Tell us what you’ve been doing, how you are, etc. Reply a kind response to at least TWO classmates by clicking REPLY located under their original post.
5. Select GENERAL on the left hand side to get back to our classroom.

**TURN-IN A PRACTICE ASSIGNMENT**

1. Make sure you are on GENERAL (left panel)
2. Select the ASSIGNMENTS tab
3. Under Assignments you will see the Social Distancing (optional) assignment. Click “+ Add Work” and select ANY file (a picture of yourself during quarantine would be great!). It really can be anything, this is just practice. If you did the optional assignment, you can upload that.
4. Once your item has loaded, click Turn In. Now is the time to contact me if you have problems with turning in an assignment.

**WATCH THE VIDEO LESSONS**

1. In TEAMS, look for the Video Lessons on the left panel and open
2. You will find the Videos in the TABS
3. At any point, if the video moves too fast, click pause and go back. You can also take notes, pausing when you need to.

**Complete PPT Quiz 1**

1. Be sure you are clicked on GENERAL on the left panel
2. Go to ASSIGNMENTS in the TABS. Click on the Assignment and open the file. Save it, answer the questions and “+Add Work” to turn-in.

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**“See” you next week ☺**