**Computer Apps**

**May 18 - 22**

**Seniors Final Week!**

**What you will need:**

Computer/device

Internet

School e-mail/Microsoft TEAMS

**What you will do:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **M 5/18** | **T 5/19** | **W 5/20** | **Th 5/21** | **F 5/22** |
| Continue Senior Slideshow PPT project  SENIORS: Turn-in ALL missing and late work (read below “How to get caught up”) | Continue Senior Slideshow PPT project | Make a post on Discussion Board when you are done (see Topic below)  Continue Senior Slideshow PPT project | Finalize Senior Slideshow PPT project   * Transitions * Timings * Intro and End slide | Finalize Senior Slideshow PPT project  Check Skyward. Hopefully you have a CP. Contact Mrs. Barton if you think something is not correct.  Turn-in by Sunday at midnight |
| **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 and Slide Master.

**How you will complete your work:**

**SENIOR SLIDESHOW PPT PROJECT**

1. You should have about 15 slides left to finish this week.
2. Finalize the PPT with timed transitions and optional music

**TURN-IN PROJECT**

1. Project is due Sunday at midnight
   1. Take a look at the rubric
   2. Post in Assignments under Senior Slideshow PPT

**How you will complete your work:**

**How to Get Caught Up**

1. Check SKYWARD… any 0 or low grade can be completed/redone to improve your grade from a CI to a CP.
   1. Write down every missing or ZERO assignment and the date of the missing assignment
2. Find Assignment Instructions
   1. Teams > General > Assignments
   2. Click on the Assignment name and open the attachment –that will be the instructions.
   3. Also open the Weekly Assignment sheet for that assignment (look at the date of the missing assignment)
      1. Teams > General > Files > Weekly Assignment: Review the instructions
3. Find Discussion Board Topics and Post old DB
   1. Teams > General > Files > Weekly Assignments
   2. Pick the week you are missing; open document, scroll down and read the topic
   3. Your new post MUST include the missing date so that I know what I am grading. Example: If you did not post during Apr20-24, your DB post must begin with “Apr20-24: Now you will discuss the topic…. “

**Post and Reply in Discussion Board**

1. Discussion Board Topic: When you have completed all your work and you have a CP for your class grade, post on Discussion Board the following statement “I am done with all my work for this class. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.” Add a friendly farewell, what you learned, or something nice about your classmates or our class.
2. When I see that you have made your post, I will update your grades (in a reasonable time frame). You will be considered DONE with class. **Have a great summer SENIORS! ☺**

Underclassmen: Next week is CATCH-UP week!

Stay Tuned ☺