**Computer Apps**

**April 13 - 17**

**What you will need:**

Computer/device

Internet

School e-mail/Microsoft TEAMS

**What you will do:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **M 4/13** | **T 4/14** | **W 4/15** | **Th 4/16** | **F 4/17** |
| Complete PPT Quiz 1Read Instructions and Watch Video: Character Autobiography instructions | Watch Video: Formatting ContentWatch Video: Formatting Objects | Begin 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 (2 slides)Add a photo of YOURSELF to our Teams classroom  |
| **Use the boxes below to CHECK when above task is completed** (optional)**:** |
|  |  |  |  |  |

**What you will learn:**

Create a PowerPoint presentation using advanced features.

**How you will complete your work:**

**Complete PPT Quiz 1**

1. You should have watched the assigned videos last week. If you did not, go back to your Weekly Assignment “Computer Apps Apr 6-10” and review the instructions.
2. Be sure you are clicked on GENERAL on the left panel
3. 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.

**CHARACTER AUTOBIOGRAPHY PPT PROJECT**

1. Go to TEAMS > Assignments > “Character Autobiography instructions”
2. Also located in Files > Class Material AND posted on the General wall
3. Open document and follow along as you watch the video

**WATCH THE VIDEO LESSONS**

1. In TEAMS, click Video Lessons on the left panel
2. You will find the Videos posted on the wall or 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.
4. This week’s videos:
	1. Character Autobiography instructions
	2. Formatting Content
	3. Formatting Objects

**Post and Reply in Discussion Board**

1. Discussion Board Topic: After watching the videos, what new feature of PowerPoint did you learn? Explain how you plan to use it, or if nothing was new to you, what other features will you use in your next PowerPoint project. (at least a couple sentences)
2. 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)

**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
3. Project will be due sometime next week.

**Add a Photo**:

We miss you and it will be great to see your face! Add a NICE and school appropriate photo of yourself to our Teams classroom! (If you have me for more than one class, you only need to do this once)

1. Go to your Team classroom. In the upper right corner, click the circle for your profile. Click “Change picture”



1. In the next window, click “Upload picture.” Find the photo saved in your files.

Don’t have a photo? EMAIL ME! I will send you your yearbook photo

abarton@northmacschools.org

**“See” you next week ☺**