Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students you will complete the agenda for the week as stated for each day.

(*Place in your folder; so it will be there for the* ***Organization Check Grade***)

**Monday**

Students will complete webquest on http://bestnetguru.com/abcofcomputing/window.html

You will need to download the document from Unit 5 that is labeled MS Word Guru

Afterwards you will to upload your completed document to the googledrive on your computer.

You will then watch a video called Basics of MS Word

Next you will read the article listed on the webpage and find all of the tier two terms that you can find and place them in a word document in the format of

1. Font: Time New Roman

2. Font Size 12

3. Color of the Font Blue

**Tuesday**

You will complete the exercises from Yesterday if you have not completed them.

**Wednesday**

Students today you will learn the keyboard shortcuts. This has been long awaiting and now the time is here. So download the keyboard shortcuts from the documents for class link and then upload them to the google drive in your google drive.

Next log into the Quizlet select the set called "Microsoft Shortcut Keys and assess(test) yourself by using scatter to see how well you know these keyboard shortcuts.

**Thursday**

Today you will Log in to msbridges.com and complete the Tech World Assignment Document.

You are to find an career that uses MS applications such as an office manager, doctor.

After finding this career download the document labeled Tech World Assignment Outline.

**Friday**

Students will take their paper on Study Island and them place it in the MSWord document and use the spell check feature to make the necessary changes to the document. And they will also make the changes using the necessary windows features. Afterwards the students will watch the video on Basics of MS Word for enrichment.

**Today we will have an assessment on MSWord Elements and Keyboard Shortcuts from quizlet.com**

**HAVE A SAFE AND HAPPY WEEKEND**

**YOU EARNED IT!!!!**