**Computer Apps**

**May 11 - 15**

**What you will need:**

Computer/device

Internet

School e-mail/Microsoft TEAMS

**What you will do:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **M 5/11** | **T 5/12** | **W 5/13** | **Th 5/14** | **F 5/15** |
| Make a **post on Discussion Board** and Reply (see Topic below)  Watch Video: Senior Slideshow Instructions.  Watch Video: Slide Master  Watch Video: Formatting Slide Master | Begin Senior Slideshow PPT project  Locate 2020 Grad Slideshow folder  **\*\*DO THIS RIGHT AWAY! Scroll down for details!** | Make a **post on Discussion Board** and Reply (see Topic below)  Continue Senior Slideshow PPT project | Continue Senior Slideshow PPT project | Continue Senior Slideshow PPT project (Need 15-20 slides done by the end of the week) |
| **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:**

**Post and Reply in Discussion Board**

1. Discussion Board Topic: View AT LEAST 3 of your classmates Digital Storybook. Post feedback to your classmates. Tag your classmate in your post with “@” What PowerPoint features they used that you liked, discuss topics from the grading rubric posted on Assignments, what stood out, what looked like they worked hard on. DO NOT give the same feedback to all 3, show them that you actually watched their presentation. You may tag all 3 people in the same post (too many posts will get confusing)
   1. Find Digital Storybooks: General > Files > Creative Writing

**SENIOR SLIDESHOW PPT PROJECT**

1. Go to TEAMS > Files > Project Instructions > “Senior Slideshow 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

1. You will find the Videos posted on the wall or in the TABS
2. At any point, if the video moves too fast, click pause and go back. You can also take notes, pausing when you need to.
3. This week’s videos:
   1. Senior Slideshow Instructions
   2. Slide Master
   3. Formatting Senior Slideshow

**Save Senior Slideshow Folder**

1. Locate the 2020 Grad Slideshow folder in Teams > General > Files > 2020 Grad Slideshow
2. Click the … to the right of the folder and download the folder to your One Drive
3. Let me know IMMEDIATELY if this does not work. I will have to find another way to get you the photos.
4. You will need this folder for the entire project.

**WORK ON PPT PROJECT**

1. You should complete at least 15-20 slides by the end of each week in order to keep with the pace of the class.
2. 15-20 slides per week will give you plenty of time to create in Slide Master, add content, design, and apply timing on transitions
3. You have 2 weeks to complete just like your other projects.

**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 (at least a couple sentences)
2. Add to Post: Take a screenshot/photo of a completed slide so that we can get an idea of your theme and style. Upload 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 ☺**