

WEEK OF: SEPTEMBER 14, 2020

CLASS: Microsoft Office Specialist

TEACHER: A. See

CONTACT INFO: Annie.See@thedeltahighschool.com or Teams Post

OBJECTIVES:

Students will be able to put together a professional Power Point and present to an audience.

ZOOM LINKS: on Teams. Located in the Calendar section for your class. Please do not start your own Teams meeting. Join the Zoom meeting.

YOUR ASYNCHRONOUS RESPONSIBILITIES BEFORE ZOOM LESSON #1:

Nothing

YOUR RESPONSIBILITIES AFTER ZOOM #1:

Complete the All About Me Worksheet and Upload to the assignment for credit.

YOUR ASYNCHRONOUS RESPONSIBILITIES BEFORE ZOOM LESSON #2:

Let Mrs. See know how and when you would like to present your Power Point.

YOUR RESPONSIBILITIES AFTER ZOOM #2:

Complete your All About Me. Turn in it to the assignment post in Teams in the Assignment section.

YOUR ASYNCHRONOUS RESPONSIBILITIES AFTER ZOOM #2:

Complete your Presentation of your All About Me and upload your video to turn in post on Teams in the Assignment section.

DUE DATES:

9/20/20 for all parts of the assignment unless otherwise assigned and scheduled with Mrs. See

OFFICE HOURS: 11:45-12:45 PM except Wednesday