

La Porte High School Outreach Learning - BIM

April 20, 2020

Business Information Management Week of April 20 - April 24

Teacher/Team:

If there are any questions, please feel free to email me at:

Link to [TEAMS Folder](#)

Previous Lessons:

Erin Wells

wellse@lpsd.org

[3rd Period Teams](#) – Headquarters for all assignments, meetings, and announcements.

[8th Period Teams](#) – Headquarters for all assignments, meetings, and announcements.

Week of 4/14 we took practice tests to prepare for our Microsoft Office Specialist Certification☺

Objectives

Objective / I Can: We will prepare for our Excel and Word Certification test by practicing tests, evaluating learning needs, and engaging in tutorials to strengthen our word processing and spreadsheet skills.

Activities

Student Activities:

Go to [Teams Folder](#). Look for the assignment:

1. Follow assignment instructions [on Teams](#) to **Confirm Certification Test** Date and Time. Some of you may be taking the test this week on Wednesday.
2. On [Gmetrix.net](#) take practice test Excel **OR** Word **Project Review 1**. Or if Gmetrix app is not working for you, **Selected Response Test 3** for Word OR Excel.
3. On [Gmetrix.net](#) take practice test Excel **OR** Word **Project Review 2**. Or if Gmetrix app is not working for you, **Selected Response Test 4** for Word OR Excel.

Academic/Instructional Support

Schedule:

Office Hours:

Suggested Class Time: 3rd Period 9:10-9:40, 8th Period 11:30-12

Teacher Support – TEAMS, 8am-12pm

Email wellse@lpsd.org

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To Be Graded

Assignment for students to submit to TEAMS Folder:

1. Follow assignment instructions [on Teams](#) to **Confirm Certification Test** Date and Time. Some of you may be taking the test this week on Wednesday.
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3. Mark complete on Teams Assignment - On [Gmetrix.net](#) take practice test Excel **OR** Word **Project Review 2**. Or if Gmetrix app is not working for you, **Selected Response Test 4** for Word OR Excel.

When is it due?

Monday, April 27, 2020, 8:00am

What assignments will the student submit? How will it be submitted?

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