Business Information Management Week of April 7 - April 9

Teacher/Team: If there are any questions, please feel free to email me at: Link to TEAMS Folder Previous Lessons:	Erin Wells wellse@lpisd.org 3rd Period Teams – Headquarters for all assignments, meetings, and announcements. 8th Period Teams – Headquarters for all assignments, meetings, and announcements. Week of 3/30 we practiced objectives that were the lowest scoring on our certification practice tests.

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:
If your Gmetrix is not working, you must get in touch with me so that I can get it fixed for you. Until then, do the alternate assignment in teams attached to these particular assignments. We will be able to take the certification final exam from home, and I want you to be best prepared for it!

1. (20 minutes) Follow assignment instructions *on Teams* to **create certiport.com account**.

2. (past work) Complete all *Gmetrix.net* **Excel Labs Session 1 – 5**, or retake your hardest objectives.

3. (50 minutes in test mode, unlimited in training mode) *At Gmetrix.net* press the green plus sign to take test titled **Excel 2016 Core Skill Review 1** in testing mode if you're feeling confident.

4. (50 minutes in test mode, unlimited in training mode) *At Gmetrix.net, Courses*, use *Add New Course* (you might have already done this) for **– Word 2016 (77-725) - Session Layout**, and use the start a new test button to do the **Word 2016 Core Skill Review 1**. If you find you aren't doing well, do the **Word Labs instead for Session 1 – 5**.

5. (5 minutes) *On Teams* - **Tell me which certification test you want to take first**: Word or Excel – your choice. I will put up an assignment post for this. Look for **Word Or Excel Choice Assignment.**

You do not need to stick to these days, but here is a calendar option if you prefer a schedule:

Tuesday, April 7	Wednesday, April 8	Thursday, April 9
1-create certiport.com account **2**-Excel Labs Session 1 – 5 OR complete or retake the ones you found the hardest.	**3-** Excel 2016 Core Skill Review	**4 -** Word 2016 (77-725) - Session Layout - Word 2016 Core Skill Review 1. **5 -** Word or Excel choice assignment

If this takes you no time at all, or you've done most of it with mostly 90 or higher, then please let me know, and I'd like to get you signed up and ready to test. I'll give you a different practice for this week.

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@lpisd.org |

To Be Graded

Assignment for students to submit to TEAMS Folder:

1. Sign up for certification test final exam at certiport.com – see Teams instructions – impacts final exam.
2. Complete **all Gmetrix.net Excel Labs Session 1 – 5**. **Grade Change**
3. Take **Gmetrix.net Test titled Excel 2016 Core Skill Review 1**
4. At Gmetrix.net, Add Course – Word 2016 (77-725) - Session Layout **Word 2016 Core Skill Review 1** (58 questions) **OR Word Labs 1 – 5** - **Grade**
5. Complete the Word or Excel Choice Assignment on Teams – impacts final exam.

If this takes you no time at all, or you've done most of it with mostly 90 or higher, then please let me know, and I'd like to get you signed up and ready to test. I'll give you a different practice for this week.

When is it due?

Tuesday, April 13, 2020, 8:00am

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

1. Teams – Proof of registration at certiport.com

2. Gmetrix.net **Excel Labs Session 1 – 5** grade improvements

3. Gmetrix.net Practice Test titled **Excel 2016 Core Skill Review 1**

4. [Gmetrix.net,](http://Gmetrix.net) **Word 2016 (77-725) - Session Layout Word 2016 Core Skill Review 1 OR Word Labs instead for Session 1 – 5**.

5. Teams – Word or Excel Choice Assignment