

Computer Apps with Mr. Klose

February

Microsoft Word

Class Discussions

This month we will begin tackling Microsoft Word. Word is an essential tool for most business and personal (professional) use.

As we discuss the tolls Word has, we will practice on pre-made documents. Students will hear, see, and do everything covered in class as it is being taught. This makes the homework load lighter. This method also cements the students learning.

We will:

- Help students learn the basics of Word (using menus and ribbons).
- Help students learn how to create documents that are formatted correctly and are pleasing to the eye.
- Help students insert and format pictures into their documents
- Help students understand MLA citation.

Our discussion and exercised using word will help students in so many other areas of their education. This section is designed to help them create better papers and projects in other classes.



Homework

Keep an eye on PowerSchool

I want to encourage you to keep an eye on PowerSchool. We are finding that students are submitting their assignments on teams without having completed the assignment. It appears that students are caught up on teams, but in reality, are behind significantly.

I am giving my best effort to stay on top of grading, and return unfinished work to students, but because we cross a couple of platforms, it is difficult to manage it all efficiently outside of PowerSchool.

The platforms we are using are Teams and Digital Literacy (Learning.com). If you have any questions on how to access and monitor your students on Learning.com please reach out to me personally!