

COMPUTER CLASS PRE-ASSESSMENT

Computer Assignment

Please open your email account and send an email to gillian@welcomeproject.org

- In your email, tell us why you want to take the computer class.
- If you know how, make the subject of your email *my computer skills*.

Written Assignment

Open Microsoft Word and answer the following questions in writing. Then save the document to your USB. Call it Computer Pre-Assessment. Send it as an attachment by email to Gillian at the above address.

1. Do you have a computer at home? _____

2. Do you have internet access at home? _____

3. How often do you use the computer? _____

4. What do you do when you use the computer? _____

5. What problems do you have when you use the computer? _____

6. What do you want to learn on the computer? _____

Computer Class Self-Assessment

NAME _____

*Directions: Circle the number that describes your skill level with each topic.
1=beginner, 5=expert*

Date of FIRST class: _____

- | | | | | | |
|--|----------|----------|----------|----------|----------|
| <u>1. Navigating the desktop</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| <u>2. Using email</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| <u>3. Using the internet</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| <u>4. Using Microsoft Word</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| <u>5. Using Microsoft PowerPoint</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| 6. Using the keyboard without looking at it
<u>(touch typing)</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| 7. Computer maintenance, troubleshooting,
<u>and security</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |

Date of LAST class: _____

- | | | | | | |
|--|----------|----------|----------|----------|----------|
| <u>1. Navigating the desktop</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| <u>2. Using email</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| <u>3. Using the internet</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| <u>4. Using Microsoft Word</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| <u>5. Using Microsoft PowerPoint</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| 6. Using the keyboard without looking at it
<u>(touch typing)</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| 7. Computer maintenance, troubleshooting,
<u>and security</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |

Name: _____

Date: _____

Checklist for Class #1: Desktop introduction

- _____ Can turn computer on and turn off by selecting shut down option in the start menu
- _____ Can double click and right click when appropriate
- _____ Can minimize and maximize windows
- _____ Can navigate between multiple open windows on the desktop
- _____ Can use start menu to find programs
- _____ Can open the internet by double clicking on the desktop icon and by using the start menu
- _____ Can create multiple new folders in My Documents
- _____ Can delete folders
- _____ Can find recycling bin, open it, find deleted folders, and undelete those folders

Name: _____

Date: _____

Checklist for Class #1: Desktop introduction

- _____ Can turn computer on and turn off by selecting shut down option in the start menu
- _____ Can double click and right click when appropriate
- _____ Can minimize and maximize windows
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- _____ Can delete folders
- _____ Can find recycling bin, open it, find deleted folders, and undelete those folders

Computer Class #2—Email Basics

Vocabulary

Internet Browser

Clicks

Desktop

Windows

Minimize and maximize a window

Start menu

Cursor

Hover

Documents

Organize

Create

Folders

- Email basics 1:
 - navigating account (logging in, inbox, sent mail, trash, logging off/out)
 - searching for email
 - sending email (1 vs. multiple recipients, cc/bcc, subject)
- Email basics 2:
 - replying—go to your inbox; find email you received from classmate; look at response options (reply, reply all); choose one, write response, send
 - forwarding—go to inbox, click on response from classmate, forward it to Gillian@welcomeproject.org
 - Save an email in Drafts

Name: _____

Date: _____

Email Vocabulary

log in /sign in _____

log out / sign out _____

inbox _____

drafts _____

trash _____

spam _____

junk mail _____

sent mail _____

compose _____

reply _____

reply all _____

recipient _____

Cc (carbon copy) _____

Bcc (blind carbon copy) _____

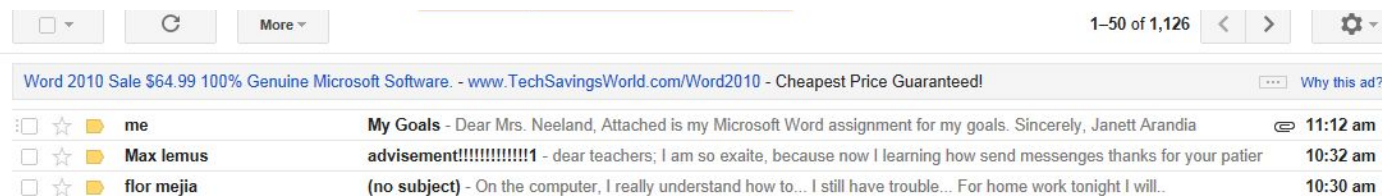
subject _____

body _____

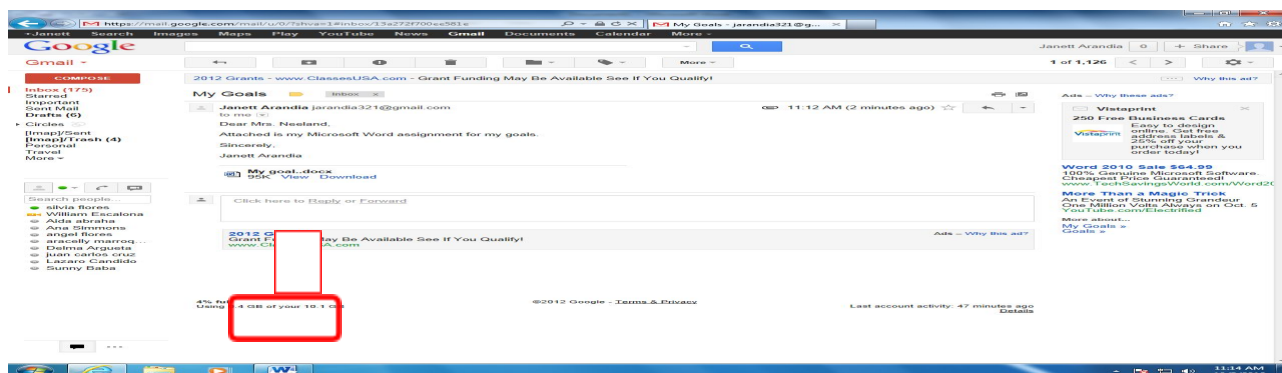
DOWNLOADING A FILE

To “download” a file means to transfer or copy the file from the Internet to your computer. When you download a file from Gmail, click on the “Download” link, NOT the “view” link. “View” only gives you a temporary look at the file, it does not transfer the file to your computer! Below are the steps to **download**

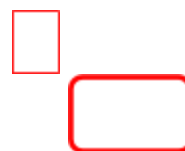
1. Go to your Gmail account and look for a message with an attachment. You will know that a message has an attachment because it will have a paper clip next to the time!



2. Open the email.
3. Click on “Download” next to the name of the file



4. Click on Open or Save



Do you want to open or save **My goal.docx** (94.0 KB) from **mail-attachment.googleusercontent.com**?

Open

Save ▼

Cancel

Name: _____

Date: _____

Today's Assignment

Instructions:

1. Find a partner.
2. Send a new email to your partner asking about his or her weekend plans. Please include a subject, a greeting, a body, and a closing.
3. When you receive a new email from your partner, please reply to the email.
4. Your partner will respond to you. Please forward your partner's response to your teacher's email address.

[illegible]

Sentence

Advanced Computer Class #3—Delivering PowerPoint Presentations

OBJECTIVES

Students will be able to...

- Finish constructing PowerPoint presentations, including inserting hyperlinks
- Reflect on the delivery of a PowerPoint presentation, thinking about what makes a strong delivery
- Use reflection questions to think about and strengthen their own and their peers' deliveries
- Deliver presentations to whole class

VOCABULARY

- delivery, eye contact

ASSESSMENT

- Observe practice and final deliveries

MATERIALS

- Reflection
- Instructions for inserting hyperlinks
- Alternate assignment—computer vocab crossword
- Dolores Huerta PowerPoint presentation
- Pair practice guiding questions
- Pair practice partner and room assignments
- Website reflection questions

ACTIVITIES

Review:

- 30 min—Students answer reflection questions in writing, volunteer leads class discussion.
- 60 min—Independent work period, students try to finish presentations; students who finish early can work on the computer vocab crossword.
- 15 min—BREAK

New Material:

- 30 min—Model PowerPoint delivery and discuss: What did you notice? What was good? What could be better? What do you want to steal for your own delivery?
- 45 min—Students practice delivery in pairs, using guiding questions to give and receive feedback.
- 25 min—Start presentations.
- 5 min—Look at comments on class website.
- HOMEWORK: Complete PowerPoint presentation and practice two more times; write comment(s) on website.

Name: _____

Date: _____

Checklist for Classes #2-3: Email Basics

_____ Can log into and out of email account

_____ Can send an email including address, subject, and body with greeting and closing

_____ Can send an email with cc

_____ Can reply to an email

_____ Can see number of unread emails in inbox

_____ Can find sent emails in sent folder

_____ Can find written but not sent emails in drafts folder

_____ Can find deleted emails in trash

_____ Can use search box to search for emails

Name: _____

Date: _____

Objectives for Class #4: Internet browsers, searching the internet

At the end of this class, students will be able to...

- open an internet browser from the desktop
- use the search box to search the internet
- use and refine keywords to find different kinds of information on the internet
- distinguish ads from search results
- explore search results and identify what websites offer most relevant information
- use forward and back buttons to navigate among search results
- open new tabs and navigate between multiple tabs
- upload and download attachments

You have met the objectives for this class.

☐ Yes

☐ Somewhat

☐ No

You need to practice:

Name: _____

Date: _____

Checklist for Class #3: Internet Browsers and Searching the Internet

_____ Can open an internet browser from the desktop

_____ Can use the search box to search the internet

_____ Can use and refine keywords to find different kinds of information on the internet

_____ Can distinguish ads from search results

_____ Can explore search results and identify what websites offer most relevant information

_____ Can use forward and back buttons to navigate among search results

_____ Can open new tabs and navigate between multiple tabs

Name: _____

Date: _____

Objectives for Class #5: Searching within a specific website

At the end of this class, students will be able to...

- go to a website by typing a specific web address into the web address box
- ascertain relevant information from a website by effectively using drop down menus
- perform independent searches within a website by using and refining keywords
- use forward and back buttons to navigate inside a website
- navigate between the homepage and new tabs of a specific website

You have met the objectives for this class.

☐ Yes

☐ Somewhat

☐ No

You need to practice:

Name: _____

Date: _____

Checklist for Class #5: Searching within a specific website

- _____ Can go to a website by typing a specific web address into the web address box
- _____ Can ascertain relevant information from a website by effectively using drop down menus and selecting appropriate options
- _____ Can perform independent searches within a website by using and refining keywords
- _____ Can use forward and back buttons to navigate inside a website
- _____ Can navigate between the homepage and new tabs of a specific website

Name: _____

Date: _____

Please follow the directions.

Part 1

1. Go to the Craigslist website by typing the web address into the web address box:
<http://www.craigslist.org>

2. Find Massachusetts and click *Boston*.

3. Under *Jobs* click *food / bev / hospitality*.

4. Type Jamaica Plain in the search box.

5. Click on a job.

What is the name of the job?

Where is it located?

What other information do you see about the job?

How do you follow up about the job?

Part 2

1. Go back to the Craigslist homepage.

2. Under *for sale*, click *furniture*. Find a sofa for sale in your neighborhood.

What kind of sofa is it?

How much does it cost?

Where is the sofa located?

How do you get in contact with the seller?

What other information do you see about the sofa?

Part 3: Do you own searches on Craigslist.

1. What are you looking for?

Where is it located?

What other information did you find?

2. What are you looking for?

Where is it located?

What other information did you find?

Name: _____

Date: _____

Objectives for Class #6: Introduction to Microsoft Word

At the end of this class, students will be able to...

- open a Word document
- save a Word document in different locations
- use keyboard keys to format a document (space, backspace, delete, tab, enter)
- use toolbar icons to format a document (font type and size, bold/italics/underline, center/left/right justify, line spacing)
- use different ways of moving around within a document (arrows, scroll, move mouse and click)
- select and deselect text in a document

You have met the objectives for this class.

☐ Yes

☐ Somewhat

☐ No

You need to practice:

Name: _____

Date: _____

Checklist for Class #6: MS Word and email attachments

___ **Can open email attachment by viewing it or saving it**

___ **Can copy, cut, and paste effectively within a document**

___ **Can attach a document to an email**

___ **Can insert, eject, and remove a USB drive properly**

___ **Can save and open a document using a USB drive**

Classtime activity:

Open a Word document.

Choose one of these questions, and write a few sentences to answer the question.

- **What new skills have you learned so far in these computer classes? What old skills do you feel more confident about?**
- **What other computer skills do you still want to learn in our class?**
- **What do you miss the most from your home country?**
- **What do you like about the United States?**

Save the document on your USB.

Now open your email account.

Address an email to Gillian@welcomeproject.org

Write a short message.

Attach the document from your USB and send the email to me.

Whenever you've finished class activities, please go to the keyboarding practice website and continue practicing your keyboarding skills.

Name: _____

Date: _____

Microsoft Word Vocabulary

attach _____

attachment _____

copy _____

cut _____

deselect _____

download _____

edit _____

format _____

indent _____

open _____

paste _____

save _____

save as _____

select _____

text _____

October 7, 2016

Class Activity: Create a Word document and save it in two locations.

Instructions: save a Word document to your USB.

1. Double click on MS Word.
2. Type 1 sentence.
3. Click File Save As.
4. Change the Save in location to the USB.
5. Type your name as the File Name.
6. Click Save.
7. Close MS Word. Click file exit.

Instructions: save a Word document to My Documents.

1. Double click on MS Word.
2. Click file open.
3. Look in: Desktop.
4. Double click on your document.
5. Click Save As.
5. Change the Save in location to My Documents.
6. Click Save.
7. Close MS Word. Click file exit.

Name: _____

Check your knowledge: Switch seats with a classmate. Find your classmate's document using the search button in the start menu.

Instructions:

1. Click on the start button.
2. Click on the search button.
3. Type your classmate's name under file name.
4. Click search.
5. Double click on your classmate's document.
6. Now the document is open. Write the sentence you see in the document on the back of this paper.

If you finish, switch seats with another classmate and repeat the activity.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

Computer class, December 9, 2017

- 1) Open Word.**
- 2) Type this song in your document using Cambria font, size 20.**
- 3) Now highlight the whole document, and fill the background with forest green.**
- 4) Now make all the words "white" and "snow" white font.**
- 5) Now make all the words "Christmas" red font.**
- 6) Make the words "glisten" and "bright" yellow.**
- 7) Make the words sleigh bells golden.**
- 8) Highlight the word "treetops" and make the fill color olive green. Make the font green.**
- 9) Choose a different color than these for all the words "dreaming"**
- 10) Choose another color for all the words "merry"**
- 11) Save your document to your USB and email it as an attachment to Gillian@welcomeproject.org**

**I'm dreaming of a white Christmas
Just like the ones I used to know
Where the treetops glisten and children listen
To hear sleigh bells in the snow.**

**I'm dreaming of a white Christmas
With every Christmas card I write.
May your days be merry and bright
And may all your Christmases be white.**

**I'm dreaming of a white Christmas
Just like the ones I used to know
Where the treetops glisten and children listen
To hear sleigh bells in the snow.**

**I'm dreaming of a white Christmas
With every Christmas card I write.
May your days be merry and bright
And may all your Christmases be white.**

Name: _____

Date: _____

Advanced Computer Class Assignment

Please answer the questions below. Save your document. Reply to N's email and attach the document.

Copy J on this email. N's email address is [@gmail.com](#) and J's is [J@gmail.com](#).

1. Google Search

Go to google.com. Find a Chinese restaurant in Jamaica Plain.

1. What is the name of the restaurant?

2. What is the phone number?

3. What is the address?

4. When is it open?

2. Using Microsoft Word

Please make these changes to the complete Word document:

1. Change the font of this document to Tahoma.
2. Change the font size to 18.
3. Change the font color to red.

You are finished with the assignment! Please save it and email N and copy J.

NAME _____

LEVEL _____

ADVANCED COMPUTER CLASS INFORMATION SESSION

Written Assignment: Answer the following questions in writing.

1. Do you have a computer at home? _____
2. Do you have internet access at home? _____
3. How often do you use the computer? _____
4. Do you have a smart phone? If so, how do you use it? _____

5. Do you use email regularly? If so, how do you use it? _____

6. Do you use the internet regularly? If so, how do you use it? _____

7. Do you use Microsoft Word regularly? If so, how do you use it? _____

8. Do you use Microsoft PowerPoint regularly? Have you used it in the past? If so, how? _____

8. What problems do you have when you use the computer? _____

9. What computer skills do you need to learn in order to achieve your educational and career goals in the future? _____

Advanced Computer Class #1—Intro to class, intro to PowerPoint assignment

OBJECTIVES

Students will be able to...

- Discuss the form(s) and purpose(s) of a PowerPoint presentation
- Pose research questions and use the internet to answer them
- Paraphrase internet research in notes
- Use Google Images to search for images on the internet
- Save images to a USB drive

VOCABULARY

- Some PowerPoint vocab: slide, heading, background, bullet

ASSESSMENT

- Look at students' KWL charts
- Look at students' USB drives

MATERIALS

- Self-assessment
- Model PowerPoint presentation
- KWL chart
- Instructions for saving an internet image to a USB drive
- Binders and USBs
- Chart paper, markers, tape

ACTIVITIES

Intro to class:

- 15 min—Welcome, introductions (name, class, one thing you like to use the computer for)
- 10 min—Homework: How much time do you have for it? You can go to computer drop-in session on Tuesdays from 1-2 if you need help.
- 5 min—Students complete self-assessment
- 5 min—Materials: hand out binders and USBs to students who need them; if you can buy seven dividers, please do

Intro to PowerPoint:

- 15 min—Introduce PowerPoint assignment, hand out and read through assignment sheet
- 20 min—Show model PowerPoint presentation. What do you notice? What is the purpose of a PowerPoint presentation? What is good about this one? What would you change?
- 10 min—Brainstorm PowerPoint presentation topics (people)
- 15 min—BREAK before or after KWL chart, depending on how ready students are to commit to a person
- 30 min—Model KWL chart on chart paper; students complete their own
- 30 min—Model internet research and paraphrasing in notes
- 45 min—Students do internet research and take notes; hand out finding and saving image instructions to students as they are ready to search for images on the internet and save them to USBs
- 10 min—Demo class website, students write comments if time
- HOMEWORK: complete internet research and save a minimum of six images of your person to your USB

Vocabulary for Using Power Point

Slide

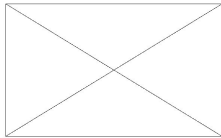
Title

View

Slide Show

Inserting a YouTube Video into your presentation

1. Click view.
2. Click toolbars.
3. Click control toolbar. A box appears with icons.
4. Click the bottom right icon: *More Controls*
5. Scroll down and select *Shockwave Flash Object*.
6. Click and drag the cursor to create a box on your slide. It will look like this:



7. Find the web address on YouTube that you would like.

Example: <https://www.youtube.com/watch?v=hg2hCuDy2wg>

Copy this web address and paste it in a Microsoft Word document.

Change the address by removing: **watch?v=**

Add: **v/**

The new web address is <https://www.youtube.com/v/hg2hCuDy2wg>

Copy your new web address.

8. Go back to your PowerPoint presentation. Right click in the *Shockwave Flash Object* box and select properties. A properties menu appears.
9. Find *Movie* on the left side of the properties menu. Paste the new web address in the box to the right of *Movie*: <https://www.youtube.com/v/hg2hCuDy2wg>

You're finished!

10. Click x on the top right of the properties menu to close the menu.
11. Play your slideshow. The video should appear.

Advanced Computer Class #2 -PowerPoint Biography project continued

Objectives: At the end of the lesson, students will be able to create a slide show that demonstrates they can:

- Make 4 or more slides
- Add text to slides
- Give each slide a title
- Insert pictures into slideshow
- Alter font and color
- Add transitions/animation within and between slides
- Choose a slide design for each slide
- Choose appropriate slide layouts
- Save presentation to a USB drive

Materials: review/reflection questions

Activities:

- I. Reflection questions - Student volunteer leads discussion.
- II. Review of PowerPoint basics
 - a. Construct slides together about Dolores Huerta. Students give ideas and input about how to create presentation based on our research in the last class.
 - i. Review slide design and layout
 - ii. Insert pictures
 - iii. Add a title to each slide
- III. Independent work on presentations.

Break

- IV. Continue independent work on presentations.
- V. Demo on slide transitions/animation
- VI. Independent work - students practice inserting transitions/animation into their slide shows.
- VII. Wrap-up: look at website together and student comments
 - a. Look at posted homework together.

Homework: Finish presentation and write one comment on the class website.

PowerPoint Biography Assignment: May 2, 2014

Our first assignment is to create a biography PowerPoint presentation. We will work on this presentation for about 3 classes with a goal to present on May 15.

Presentation requirements:

- Create 6 or more slides.
- Give each slide a title.
- Use transitions within slides and between slides.
- Use color and design to enhance text and background.
- Balance text, pictures, and special effects.
 - It's important to make sure the presentation is clear and easy for the audience to view. Too many pictures, words, or special effects may be distracting.

Optional:

- Include audio clips.
- Include video clips.
- Include animation.

PowerPoint Biography Assignment: May 2, 2014

Our first assignment is to create a biography PowerPoint presentation. We will work on this presentation for about 3 classes with a goal to present on May 15.

Presentation requirements:

- Create 6 or more slides.
- Give each slide a title.
- Use transitions within slides and between slides.
- Use color and design to enhance text and background.
- Balance text, pictures, and special effects.
 - It's important to make sure the presentation is clear and easy for the audience to view. Too many pictures, words, or special effects may be distracting.

Optional:

- Include audio clips.
- Include video clips.
- Include animation.

Advanced Computer Class #5

PowerPoint Presentations continued and Intro to Excel

Objectives: At the end of the lesson, students will be able to:

- Describe what it means to be a good listener
- Discuss purpose(s) of Excel and give examples of who uses Excel and why
- Analyze information in a sample Excel file (workbook?)
- Create a personal budget in Excel

Materials: review/reflection questions, vocabulary sheet, Excel PowerPoint presentation, Katty's sample Excel workbook, Julia's sample budget workbook

Activities:

- I. 30 min. Reflection questions - Student volunteer leads discussion.
- II. 75 min. PowerPoint presentations continued: 4 students

Break - 15 minutes

Intro to Excel

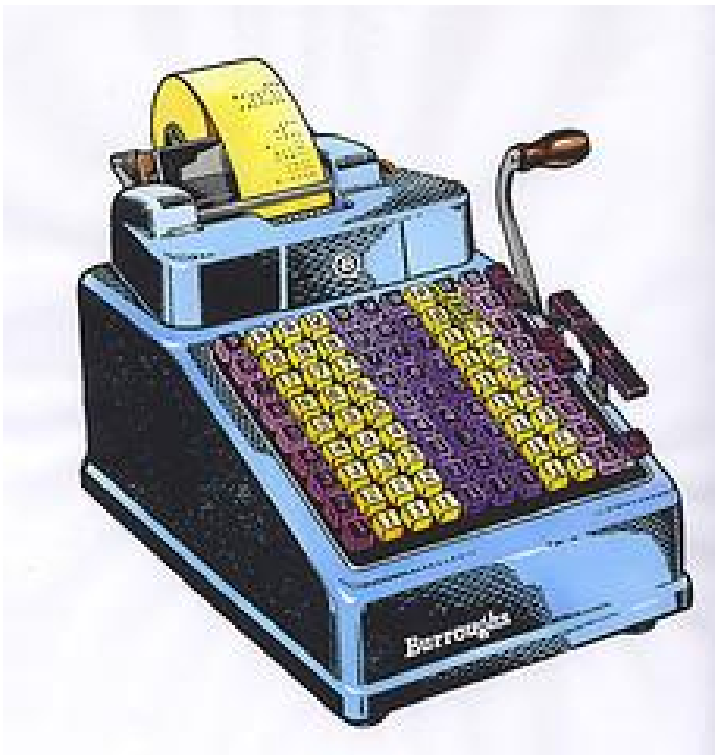
- III. 15 min. Give first part of Intro to Excel PowerPoint and discuss together: Slides 1-6
- IV. 15 min. Katty shows her Excel example.
 1. Discuss and ask basic questions about the content.
 - a. Example questions: Which month had the highest earnings? What is the amount?
- V. 30 min. Give second part of Intro to Excel PowerPoint and discuss together: Slides 7 - 17
 1. Review vocabulary
- VI. 10 min. Show sample budget using Excel.
- VII. 15 min. Independent work: students create their own budgets or simply explore Excel on their own.

Wrap-up: How do we want to use the last two classes? More Excel? Computer maintenance and troubleshooting?

Introduction to Microsoft Excel



What is Excel?



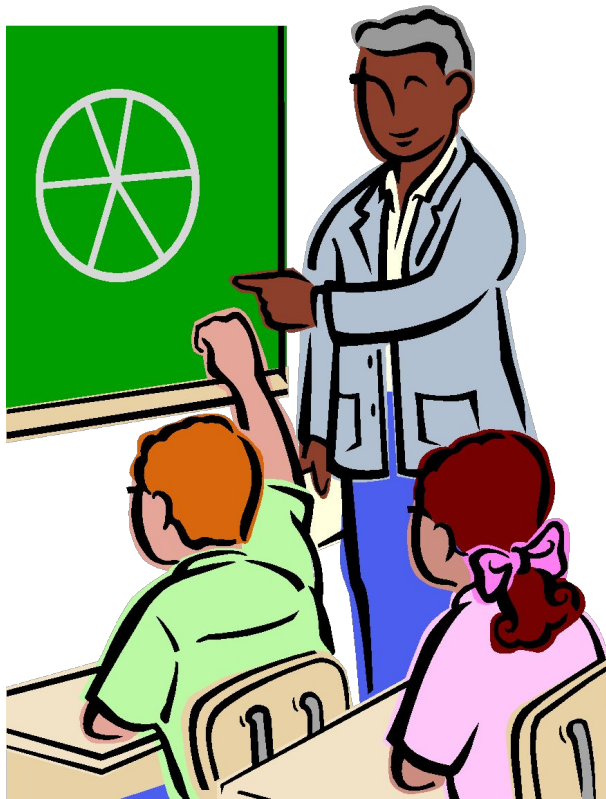
- Excel is a software program that can perform calculations.
- Excel can also be used to organize information.

Who Uses Excel?

- Excel is used by businesses to keep track of spending and profits.



Schools Use Excel

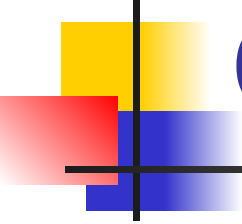


- Many schools use Excel to keep track of student attendance.
- At Carlos Rosario we use Excel to track daily attendance.

Households Use Excel

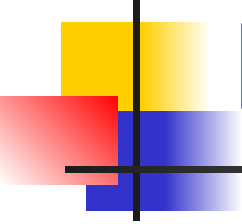
- Many households use Excel to keep track of their home spending.
- Home spending plans are often called household budgets.





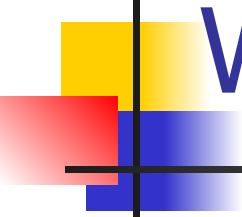
Questions

1. What kind of software is Excel?
2. What can you use it for?
3. How is Excel used at Carlos Rosario?
4. What do businesses use Excel for?



Data

- Data is the information you type into an Excel worksheet.
 - Data can be numbers.
 - Data can be words.
 - Data can be letters.



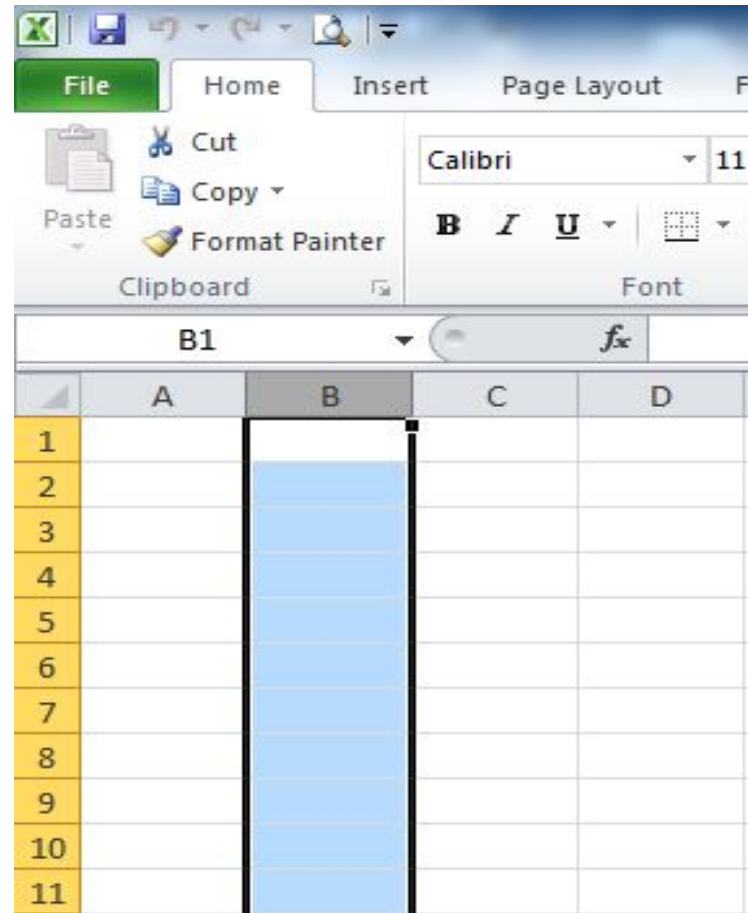
Workbooks Vs Worksheets

- When you open Excel you will open a file called a workbook.
- A workbook contains three worksheets.
- Worksheets appear as tabs at the bottom of the workbook.



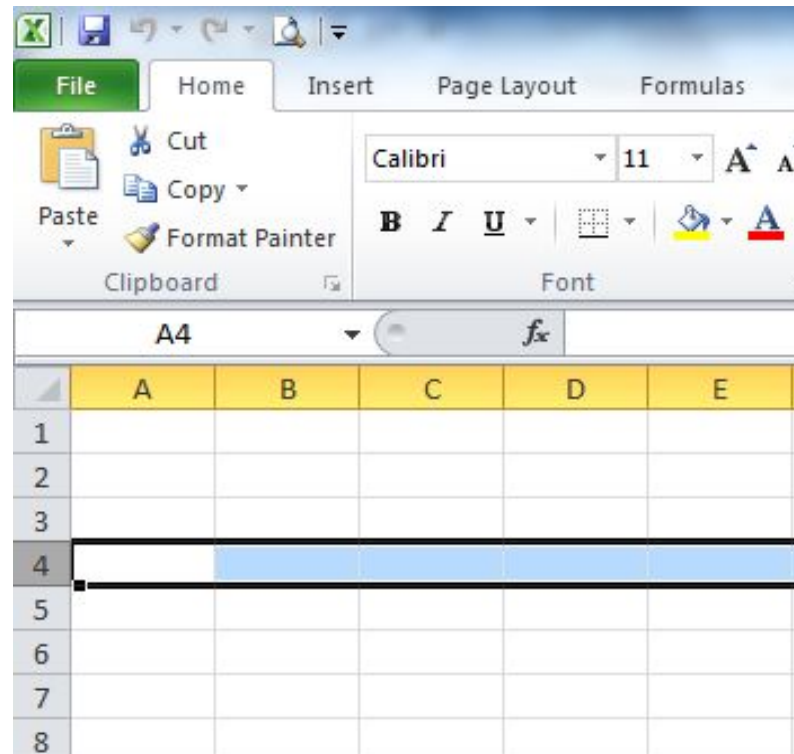
Columns

- Columns are vertical.
- In Excel they are identified by letters.
- This is Column B.



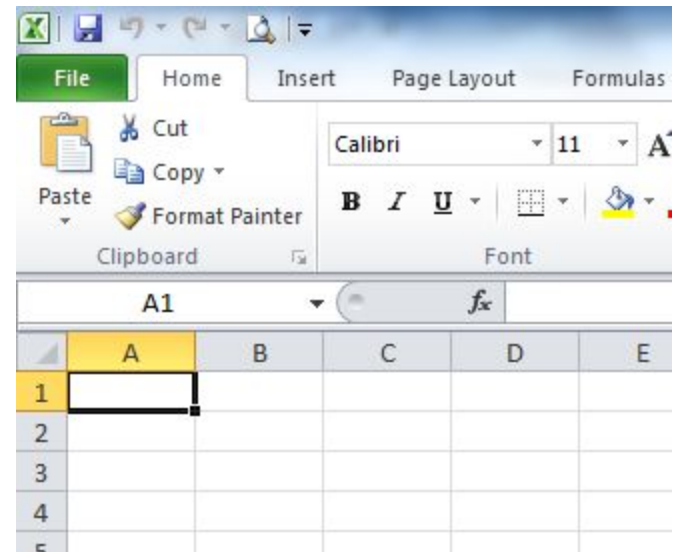
Rows

- Rows are horizontal.
- In Excel they are identified by numbers.
- This is Row 4.



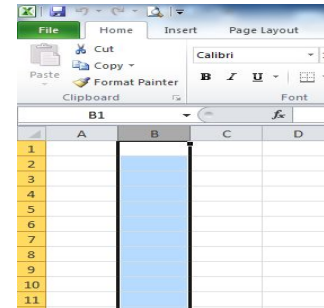
Cells

- The box where a column and a row meet is called a cell.
- The address of a cell is its column and row.
- The first cell in a worksheet is cell A-1.

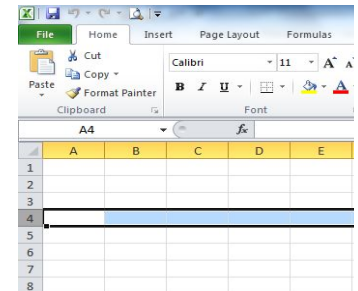


How Many Cells are there?

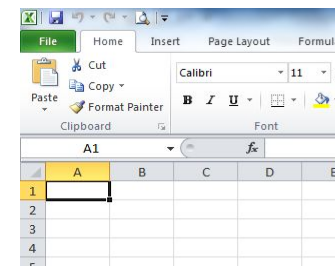
- There are 16,384 columns in each Excel Worksheet



- There are 1,048,576 rows in each Excel Worksheet

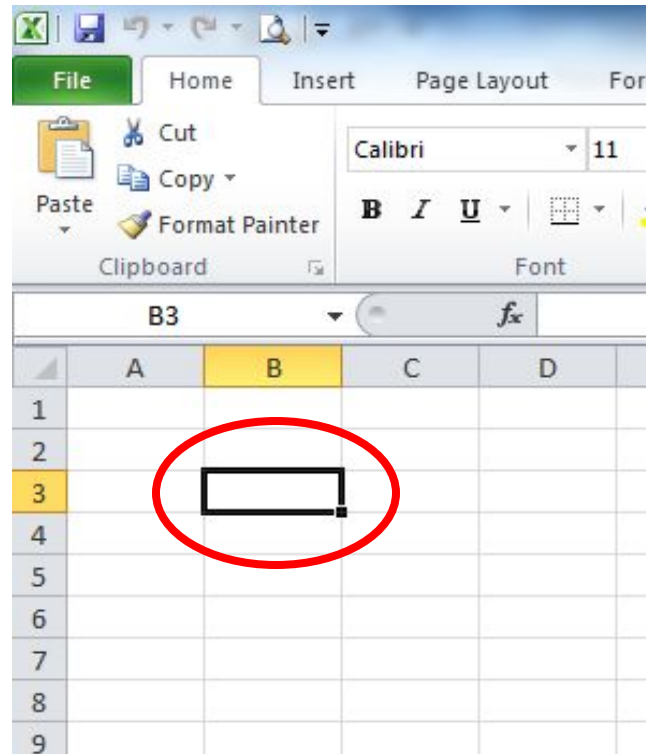


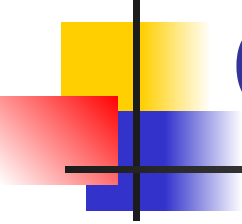
- TOTAL = 17,179,869,184 cells!
 - AMAZING!!



Cells

- A cell is the square where a column and a row meet.
- This is Cell B3.



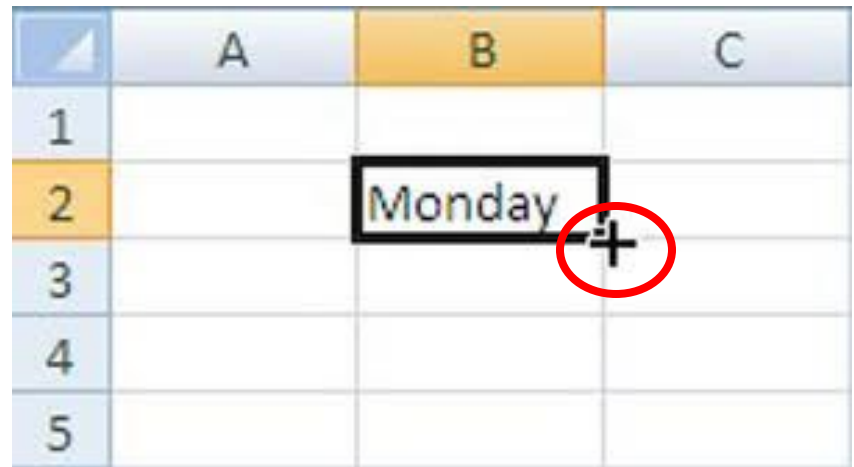


Questions

1. What do you do in an Excel worksheet?
2. How many worksheets are there in an Excel workbook?
3. What is the difference between a column and a row?
4. How many cells do you think there are in an Excel worksheet?

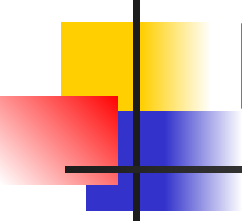
Fill Tool

- When your mouse pointer turns into a black cross it is called the **FILL TOOL**.
- This tool allows you to fill in information **down or across**.



The image shows a portion of an Excel spreadsheet. The columns are labeled A, B, and C. The rows are numbered 1 through 5. Cell B2 contains the text 'Monday'. A black crosshair cursor, representing the Fill Tool, is positioned over the bottom-right corner of cell B2. A red circle highlights this cursor. The cells B3, B4, and B5 are currently empty, indicating that the content of B2 is being prepared to be filled down.

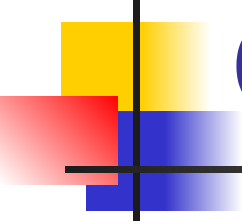
	A	B	C
1			
2		Monday	
3			
4			
5			



Fill Tool

- You can fill in a series of months.
- You can fill in a series of days.
- You can fill in a series of numbers.

A1			<i>fx</i>
	A	B	
1	January		
2	February		
3	March		
4	April		
5	May		
6	June		
7	July		
8			
9			
10			
11			
12		December	
13			



Questions

1. What kinds of information can you fill in?
2. What does the Fill Tool look like?
3. When would you use the Fill Tool?

Brown	Red	Yellow	Green	Blue	Orange

[illegible]

[illegible]

Practice presentation feedback questions

General questions:

1. What did you like? What was good?
2. Was anything confusing?

Delivery questions:

1. Did your partner make eye contact with you?
If no, do you have any advice?
2. Did he or she speak clearly and loudly?
If no, do you have any advice?
3. Did he or she provide more details than what you saw in the slides?
If no, do you have any advice?

Practice presentation feedback questions

General questions:

1. What did you like? What was good?
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Delivery questions:

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2. Did he or she speak clearly and loudly?
If no, do you have any advice?
3. Did he or she provide more details than what you saw in the slides?

If no, do you have any advice?

	1 No	2 So-so	3 Yes	4 Yes, and more!
PRESENTATION				
You have six slides.				
Each slide has a title.				
You use effective transitions between slides.				
You use effective animation within slides.				
You use color and design to make your presentation interesting.				
You balance text, pictures, and special effects.				
DELIVERY				
You made eye contact.				
You spoke loudly and clearly.				
You shared extra details that were not in your slides.				

Feedback on _____'s PowerPoint Presentation

COMMENTS:

Spring, 2017

Final Computer class assignment:

Choose one state of the United States to research and make a presentation about with Power Point, at least 5 slides.

Information:

- Name of State
- Population
- When did it become a state?
- What is one thing it is famous for?
- What is the capital city?
- What are other large cities in the state?
- Make one Excel chart about the population
- Add at least one picture (flag, state bird and/or state flower, picture of famous site in the state)

