

Proper Preparation Prevents Poor Performance!

All reinforcement assignments must be complete by Friday.

1st Block: Business Communications

PowerPoint Reinforcement:

1. Complete the **reading and guided practice** for each lesson.
2. Create a **folder** for each lesson.
3. Complete the following **assignments** for each lesson.
4. **Save** your documents accordingly. Do not print.

Lesson 1: Microsoft PowerPoint Basics

Lesson 2: Creating & Enhancing PowerPoint Presentations – 20 pts

- Project 2.1
- Project 2.2

Lesson 3: Working with Visual Elements – 30 pts

- Project 3.1
- Project 3.2
- Critical Thinking Activity 3.1

Lesson 4: Expanding on PowerPoint Basics – 10 pts

- Project 4.2

Unit Review -50 pts

- Project PPT1
- Project PPT2
- Project PPT3
- Project PPT 4
- Simulation Job PPT1

2nd / 4th block : Business and Technology

Excel Reinforcement:

1. Complete the **reading and guided practice** for each lesson.
2. Create a **folder** for each lesson.
3. Complete the following **assignments** for each lesson.
4. **Save** your documents accordingly. Do not print.

Lesson 1: Microsoft Excel Basics -30 pts

- Project 1.2
- Project 1.3
- Project 1.4

Lesson 2: Changing the Appearance of a Worksheet – 20 pts

- Project 2.2
- Project 2.5

Lesson 3: Organizing the Worksheet- 30 pts

- Project 3.2
- Project 3.3
- Project 3.5

Lesson 4: Entering Worksheet Formulas – 50 pts

- Project 4.2
- Project 4.3
- Project 4.4
- Project 4.5
- Critical Thinking 4-1