

Computer Concepts - Quarter 2 - Week 6 Assignment

First Name	Last	1/7/2025
Complete the following		Initial
Read	5.11 Excel Live Projects	_____
Watch	5.11.1 How to Use Excel Live Projects	_____
Read	5.11.2 Installing the Optionals Task Guide in Excel	_____
Read	5.11.3 Additional Tips for Excel Live Projects	_____
Do	5.11.4 Excel Project: Modify an Expencc Report	_____
Do	5.11.5 Excel Project: Analyze Sales Data	_____
Do	5.11.6 Excel Project: Analyse Sales Transactons	_____
Read	6.1 Introduction to PowerPoint	_____
Watch	6.1.1 Introduction to PowerPoint	_____
Watch	6.1.2 Best Practices in Design	_____
Read	6.1.3 PowerPoint Tasks Overview	_____
Read	6.2 Creating and Managing Presentations	_____
Watch	6.2.1 Slide Management	_____
Watch	6.2.2 Presentation Sections	_____
Read	6.2.3 Presentations Management Facts	_____
Do	6.2.4 Skills Lab: Create and Manage Presentations	_____
Do	6.2.5 Challenge Lab: Create and Manage Presentations	_____
Read	6.2.6 Presentation Management Tips	_____
Do	6.2.7 Applies Lab: Reorganize Presentation Slides	_____
Do	6.2.8 Applied Lab: Create a New Presentation Using a Template	_____
Read	6.3 Formatting Textual Content	_____
Watch	6.3.1 Text and Content Placeholders	_____
Watch	6.3.2 Text Formatting	_____
Watch	6.3.3 Managing Presentation Content	_____
Read	6.3.4 PowerPoint Text Formatting Facts	_____
Do	6.3.5 Skills Lab: Format Textual Content	_____
Do	6.3.6 Challenge Lab: Format Textual Content	_____
Read	6.3.7 PowerPoint Text Formatting Tips	_____
Do	6.3.8 Applied Lab: Format Text for a Sales Presentation	_____
Do	6.3.9 Applied Lab: Format a Class Report	_____

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Bring your assignment sheet with you each week