

Computer Concepts - Quarter 3 - Week 6 Assignment

First Name	Last	3/11/2025
Complete the following		Initial
Read	8.4 Working with the Calendar	_____
Watch	8.4.1 Create and Manage Calendars	_____
Watch	8.4.2 Calendar Items	_____
Watch	8.4.3 Meetings	_____
Watch	8.4.4 Tasks	_____
Read	8.4.5 Calendar Facts	_____
Do	8.4.6 Skills Lab: Work with the Calendar	_____
Do	8.4.7 Challenge Lab: Work with the Calendar	_____
Read	8.4.8 Calendar Tips	_____
Do	8.4.9 Applied Lab: Schedule Calendar Items	_____
Do	8.4.10 Applied Lab: Work with Calendar Items	_____
Read	8.5 Managing Contacts and Groups	_____
Watch	8.5.1 Creating Contacts	_____
Watch	8.5.2 Contact Groups	_____
Watch	8.5.3 Using the Navigation Bar	_____
Watch	8.5.4 Working with Multiple Accounts	_____
Read	8.5.5 Contact and Group Facts	_____
Do	8.5.6 Skills Lab: Manage Contacts and Groups	_____
Do	8.5.7 Challenge Lab: Manage Contacts and Groups	_____
Read	8.5.8 Contact and Group Tips	_____
Do	8.5.9 Applied Lab: Create and Modify Contacts	_____
Do	8.5.10 Applied Lab: Work with Contact Groups	_____

Instructor Email - sbernard@homelinkyakima.com
 Bring your assignment sheet with you each week