

First Name _____

Last _____

9/17/2024

Computer Concepts - Quarter 1 - Week 2 Assignment

Complete the following

Initial

Watch 3.1 Getting Started with Office _____

Watch 3.1.2 Microsoft Office Versions _____

Watch 3.1.3 Learning Office Applications _____

Watch 3.1.4 The Ribbon _____

Watch 3.1.5 Beyond the Ribbon _____

Watch 3.1.6 Backstage View Options _____

Read 3.1.7 Common Office Application Features _____

Read 3.1.8 Desktop vs. Web Applications _____

Do 3.1.9 Skills Lab: Get Started with Office _____

Do 3.1.10 Challenge Lab: Get Started with Office _____

Read 3.2 Customizing Views and Options _____

Watch 3.2.1 Document Views _____

Watch 3.2.2 Customizing Toolbars and Ribbons _____

Read 3.2.3 Customization Facts _____

Do 3.2.4 Skills Lab: Customize Views and Options _____

Do 3.2.5 Challenge Lab: Customize Views and Options _____

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Bring your assignment sheet with you each week