
First Name

Last

10/1/2024

Computer Concepts - Quarter 1 - Week 4 Assignment

Complete the following

Initial

Read 3.6 Using Office Collaboration Features _____

Watch 3.6.1 Track Changes and Comments _____

Watch 3.6.3 Restrict Document Access _____

Watch 3.6.4 Distributing Files _____

Read 3.6.5 Collaboration Facts _____

Do 3.6.6 Skills Lab: Use Collaboration Features _____

Do 3.6.7 Challenge Lab: Use Collaboration Features _____

Read 3.6.8 Collaboration Facts _____

Do 3.6.9 Applied Lab: Prepare a Business Memo for Distribution _____

Do 3.6.10 Applied Lab: Prepare an Online Resume _____

Read 4.1 Introduction to Word _____

Watch 4.1.1 Introduction to Word _____

Read 4.1.2 Word Tasks Overview _____

Live O365 Create a 1 Page Document - What have you learned _____

Live O365 Type Your Name on the right hand of 1st Line _____

Live O365 Type the date of creating the document on last line _____

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