

Date: 2 Sept-Compilation

Teacher: Mr. Collins

Period(s): 1

Class Name: Middle school computer apps A B

Objectives / I Can Statements:

- Students will complete the following requirements for MicrosoftWord Certification
- Link for Alison: <https://alison.com/>

Student Tasks: (include links and specific instructions for students)

Students will complete the following steps:

- Step 1: Go to www.alison.com
- Step 2: Sign in with Google Account
- Step 3: Enter : Microsoft Word in the top Left Hand Search Bar
- Step 4: Microsoft Word 2010 Revised 2017 (Certificate Course) {12 Modules}
- Step 5: Select Start Now" or "Begin Course" if you have already started

Assignment for students to submit: The students will submit chapter test after completion

When is it due? TBD

What will the student submit? The students will submit chapter test after completion

They will do a screenshot of chapter test and and share in Google Drive
