

Office 2013 Homework

Week One's Homework: Activities: 2, 12-14,

E- Mail to: faym@activeschool.co.za

Cc: cynelv@radionet.co.za

Activities: 12-14

Upload on Online Database: NOT YET

Activity: Don't upload Activity 2 yet, as it must be zipped with Activity 22 before uploading.

Not necessary to do the following activities: 1, 3-11,15-21

Week Two's Homework: Activities: 22 - 38 **AND** Formative Assessment

E- Mail to: faym@activeschool.co.za

Cc: cynelv@radionet.co.za

Activities: 24-26, 28, 30-31, 34-36

Upload on Online Database:

Activities: **22, (23 + 32 must be zipped together before it can be uploaded) 37, 38 and Formative Assessment**

Not necessary to do the following activities: 27, 29, 33

Week Three's Homework: Revise Keyboarding Mod 1 in preparation for test

NB: All work must be emailed, uploaded and marked before the test can be written.

Test: Check Active's website or the d6 for test dates and times.