

**Office 2013 Homework**

**Week One's Homework:** Activities: 1 - 7

***\*Don't write the answers in your manual. Open a Word doc and type out the questions in Red and answer in a Black font colour.***

E- Mail to: [faym@activeschool.co.za](mailto:faym@activeschool.co.za)

cc: [cynelv@radionet.co.za](mailto:cynelv@radionet.co.za)

**Activity: 4**

Upload on Online Database:

Activities: 1 - 3; 5 - 7

**Week Two's Homework:** Activities: 8 - 12 **Formative Assessment**

***\*Don't write the answers in your manual. Open a Word doc and type out the questions in Red and answer in a Black font colour.***

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**Activities: 9**

Upload on Online Database:

Activities: 8, 10 - 11, 12 **Formative Assessment**

**Week Three's Homework:** Revise Computer Basics Module 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.