

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)

Activities: 1, 5 - 6

Upload on Online Database:

Activities: 2 - 4, 7

**Week Two's Homework:** Activities: 8 - 14 **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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Activity: 8 - 9, 12 - 13

Upload on Online Database:

Activities: 10 - 11, 14 **Formative Assessment**

**Week Three's Homework:** Revise Computer Basics Module 2 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.