Computer Class Agenda

Day One
1) PowerPoint presentation
2) How to use mouse
3) Sign up for Google mail and have students send me an email

Day Two
4) Send students the Google form and have them answer it
5) Practice using the mouse
6) Internet

Day Three
7) Finding resources for students on the internet
   A. Reading
   B. Math
8) Emailing
   a) adding attachments and documents
9) Google documents
   a) Access anywhere
   b) Share with anybody
   c) Can work remotely on a same document
   d) History of revisions
   e) Saves automatically
   f) Google Forms

Day Four
10) Microsoft Word
    a) Typing
    b) Shortcuts
    c) Copying and pasting
    d) Saving a document (rich text document)
    e)

Day Five
11) PowerPoint
    a) What is a PowerPoint
    b) Create a PowerPoint
    c) Students create a PowerPoint
Day Six

12) Microsoft Excel
   a) What can Excel do
   b) Students create graphs, charts, and tables

Day Seven
13) How to burn CD's
14) Any other questions or Projects students might need help on

Day Eight
15) ???? Evaluations
16) Celebration and Diplomas
17) My class Dance Bachata ?????