



<p>Week 3 Part 2 begins Thursday, Feb. 19.</p>	<p>8. Turn in folder</p> <p>9. DC Ch 4</p> <p>10. DC QUIZ 4</p> <p>11. Practice Excel Theory exam</p> <p>12. FYI: Microsoft resources</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> -Close all files inside the module folder.</li> <li><input type="checkbox"/> -Close the folder, too.</li> <li><input type="checkbox"/> -Drag your folder to my shared Google Drive.</li> <li><input type="checkbox"/> - Read Chapter 4 in Discovering Computers, “Programs &amp; Apps”.</li> <li><input type="checkbox"/> - Complete the SAM DC Quiz 4, – “Programs &amp; Apps...”.</li> <li><input type="checkbox"/> -Use the <a href="#">Practice Excel Theory Exam</a> to prepare for the REAL theory exam, which will be scheduled in a few weeks. Get started on this now so you are prepared when the real theory exam is scheduled.</li> <li><input type="checkbox"/> -Answers for practice exam are in the ebook. If you don’t know something, look it up and read about it. 😊</li> <li><input type="checkbox"/> -FYI - -Use <a href="#">MS Excel Training Links</a> if you have difficulty with Excel concepts.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Module 4 folder due by Monday, Feb. 23, by midnight. <a href="#">Drag Module 4 folder into shared Google Drive</a></li> <li><input type="checkbox"/> DC Ch 4 Quiz in SAM due Monday, Feb. 23, by midnight.</li> <li><input type="checkbox"/> Prepare for Excel Theory Exam.</li> </ul>
	<p>13. Blog &amp; Email</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> -Check <a href="#">Blog</a> several times a week.</li> <li><input type="checkbox"/> -Check personal email several times a week.</li> </ul>	