

November 30, 2012

Dear Parents:

Happy holidays! As we move through 2nd quarter, grades 4-8 need to have Keyboarding Sheet #3 completed by November 30, 2011 (mid-quarter) and Sheet #4 completed by January 13, 2011. (end of quarter) All classes will be concentrating on learning Microsoft Office 2010. We will be starting with Microsoft Word 2010 and will be covering concepts that will be applied to other classes. This will include INSERT: table, picture, clip art, shapes, SmartArt, hyperlink, text box, word art. They will use the FORMAT command to reformat and customize their creation. Students should practice these concepts at home. If they do not have version 2010 at home most features are available in version 2003 and/or 2007. Please continue have your child practice keyboarding regularly. I hope everyone has safe and happy Christmas.