

Course: North Naples Middle School – Computer Applications in Business 2 Content Support/Contact: Carlos Artime, <u>Carlos.Artime@collierschools.com</u>, Nicole Litchko, <u>Nicole.Litchko@collierschools.com</u>

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Week 1	Day 1	Day 2	Day 3	Day 4	Day 5
Lesson/ Topic:	Microsoft Office Specialist: Excel	Microsoft Office Specialist: Excel	Microsoft Office Specialist: Excel	Microsoft Office Specialist: Excel	Microsoft Office Specialist: Excel
Resource:	GMetrix	GMetrix	GMetrix	GMetrix	GMetrix
Task: Notes:	 If GMetrix is not on your computer: ✓ Go to <u>www.gmetrix.net</u> and create a username and password 	 Log into GMetrix using the username and password you created 	 Log into GMetrix using the username and password you created 	 Log into GMetrix using the username and password you created 	 Log into GMetrix using the username and password you created
	(if you haven't already created one)	,	,	,	,
If you have already	✓ Download the software located at:	 Resume working from 	 Resume working from 	 Resume working from 	 Resume working from
passed your	http://support.gmetrix.net/download	where you ended the	where you ended the	where you ended the	where you ended the
Industry		previous day	previous day	previous day	previous day
Certification for	 Log into GMetrix using the username 				
this software,	and password you created	 Repeat each test/project in 	 Repeat each test/project in 	 Repeat each test/project in 	 Repeat each test/project in
please open one of		training mode until you	training mode until you	training mode until you	training mode until you
the other programs	 Enter the Access Code: 	earn an 85% or higher	earn an 85% or higher	earn an 85% or higher	earn an 85% or higher
provided with this	36807-NNMMOS-43819	then move onto the testing	then move onto the testing	then move onto the testing	then move onto the testing
access code in		mode for that same test	mode for that same test	mode for that same test	mode for that same test
GMetrix and complete the same	Open Test or Project 1 in Training Mode	 Repeat each test/project in 	Repeat each test/project in	Repeat each test/project in	 Repeat each test/project in
process as is listed for each day on this document.	 Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that 	testing mode until you earn an 85% or higher then move onto the next test/project in training	testing mode until you earn an 85% or higher then move onto the next test/project in training	testing mode until you earn an 85% or higher then move onto the next test/project in training	testing mode until you earn an 85% or higher then move onto the next test/project in training
To practice a software (ie:	same test	mode	mode	mode	mode
Adobe, MOS, Autodesk, etc.) that software must be available on the computer you will	• Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode	• Repeat the above steps until you have earned an 85% or higher in all activities provided for that	 Repeat the above steps until you have earned an 85% or higher in all activities provided for that 	 Repeat the above steps until you have earned an 85% or higher in all activities provided for that 	• Repeat the above steps until you have earned an 85% or higher in all activities provided for that
be working on.	 Repeat the above steps until you have earned an 85% or higher in all activities provided for that software 	software	software	software	software
Recommended Duration:	50 minutes	50 minutes	50 minutes	50 minutes	50 minutes

Week 2	Day 6	Day 7	Day 8	Day 9	Day 10
Lesson/Topic:	Microsoft Office Specialist:				
	Excel	Excel	Excel	Excel	Excel
Resource:	GMetrix	GMetrix	GMetrix	GMetrix	GMetrix
Task:	 Log into GMetrix using the username and password you created 	 Log into GMetrix using the username and password you created 	 Log into GMetrix using the username and password you created 	 Log into GMetrix using the username and password you created 	 Log into GMetrix using the username and password you created
	• Resume working from where you ended the previous day	• Resume working from where you ended the previous day	 Resume working from where you ended the previous day 	 Resume working from where you ended the previous day 	 Resume working from where you ended the previous day
	• Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that same test	• Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that same test	• Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that same test	• Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that same test	• Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that same test
	• Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode	• Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode	• Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode	• Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode	• Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode
	Repeat the above steps until you have earned an 85% or higher in all activities provided for that software	Repeat the above steps until you have earned an 85% or higher in all activities provided for that software	Repeat the above steps until you have earned an 85% or higher in all activities provided for that software	Repeat the above steps until you have earned an 85% or higher in all activities provided for that software	Repeat the above steps until you have earned an 85% or higher in all activities provided for that software
Recommended Duration:	50 minutes				