

Mr. Amero

Enrichment Activities

Microsoft Applications

1. E-mail Chain (Practice Microsoft Outlook)

Isolation during this time will be difficult for many. Your challenge is to create a group e-mail list (friends, family, members of the community) and send out a weekly message containing positive news and/or an upbeat story of your past or present that will make others smile.

*Work on the following skills:

Reply All

Attachment (from your smart phone if you have one)

CC (“CC” Me after you have done three rounds of e-mail)

Your electronic signature

Spell check

Create a folder(s) to hold return messages

2. Create an on-line gaming competition (school appropriate)
– Possibly using a spreadsheet or other Microsoft Application to categorize individuals and teams, results and standings.

Thank you and Best of Luck!

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