

WEEKLY SELF ASSESSMENT AND PROGRESSION FORM BY LEARNER

Student Name		Signature		Course	Start Date	End Date
Tutor Name	Manda Bhatt	Signature	m. Bhatt	Beginners IT-Excel Course	15/1/2021	12/2/2021

Week	Topic: beginners IT	At the start of the course			When I am able to do by the end of the lesson (date please)			Please write any comments you wish to make
		Can do	Can do with help	Cannot do	Can do	Can do with help	Cannot do	
1	Log on to the Microsoft Teams							
	Understand how to join the meetings							
	Know how to find the various areas on the Microsoft Teams.							
2	Be able to video chat to the Tutor and others							
	Be able to find the chat button in the meeting to send message in the Meeting.							
	Be able to find the post, files, class notebook function							
3	Log on to the computer and locate the Excel icon.							
	Open the Excel icon and look at the worksheet.							
	Identify four tabs on the top Ribbon and name them, know what they do.							
4	Be able to know 5-8 Excel vocabulary							
	Be able to enter text and numbers in the cells							
	Be able to format the cells							
	Be able to change colour , font, size etc							

Please complete this at the start and end of each lesson. This will help your tutor to see how you are making progress and in which area you need more support. Thank you

EET/ACL/Forms/ Weekly assessment / WORD

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5	Be able to insert Header and footer						
	Enter own name and save the file.						

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