

NC(V) STUDENT ACTIVITIES CENTURION CAMPUS: 27-31 JULY 2020

DATE	SUBJECT	ACTIVITY
OFFICE ADMINISTRATION L3		
Monday 3 August 2020	Office Data Processing L3 Group 1 A & B	D1 <ul style="list-style-type: none"> • TOPIC 7 SO1, 2 • Format spreadsheets and edit text • Calculations and AutoSum function <p>Use the Activity INTRODUCTION TO SPREADSHEETS that will be handed to you in class/sent via WhatsApp.</p>
Tuesday 4 August 2020	Office Data Processing L3 Group 2 A & B	D2 <ul style="list-style-type: none"> • TOPIC 7 SO1, 2 • Format spreadsheets and edit text • Calculations and AutoSum function <p>Use the Activity INTRODUCTION TO SPREADSHEETS that will be handed to you in class</p>
Wednesday 5 August 2020		D3
Thursday 6 August 2020		D4
Friday 7 August 2020	Office Data Processing L3 Group 1 A & B	D1 <ul style="list-style-type: none"> • TOPIC 7 SO1, 2 • Format spreadsheets and edit text • Calculations and AutoSum function • Display formulae • Print with row and column headings and gridlines <p>Use the Activity INTRODUCTION TO SPREADSHEETS that will be handed to you in class.</p>