**Cross-Curricular Skills Log Term: Name:**

Standard 27: Employ skills covered in this course (document processing, spreadsheet, electronic presentation, database, Internet) to complete cross-curricular projects.

**Instructions**: Maintain this log throughout the Computer Apps course by recording descriptions of assignments and projects completed in other courses in which you use skills learned in Computer Apps. Be as complete as possible in describing the specific skills used. If a project is completed by a collaborative group, only describe the skills that you personally used in the completion of the work. An example is given for you to use as a guide. A completed log is due near the end of each term.

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| --- | --- | --- | --- | --- |
| **Project** | **Date Due** | **Description of Computer Apps Skills Used** | **Course** | **Teacher** |
| Monthly Expense Budget | 9/26/2014 | Excel: prepared a month’s budget in Excel, worksheet design and layout, formula construction, number formatting, preview and print  Word: Formatted and keyed a memo to Coach VanThournout about adjustments that I’d need to make in my budget for next month, margins, line spacing, theme, proofread, preview print | Personal Finance | Coach VanThournout |
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