### CIS 100 Week 3 Part 1 Checklist

**Office 2019 text SAM Exams, Projects, Training, & important info Hyperlinks Due dates Other info**

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| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 3 Part 1**  **begins Monday,**  **Sept. 9.**  **Week 3 Part 1**  **begins Monday,**  **Sept. 9.**  **Week 3 Part 1**  **begins Monday,**  **Sept. 9.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. SAM Practice Exam (not required)**  **3. SAM Real Exam (required)**  **4. Download module folder**  **… Office 2019 textbook**  **5. Word**  **Module 3 -**  **Formatting Text and Paragraphs**  **Cont’d next pg.**  **6. SAM WORD Training**  **(Required)**  **7. SAM WORD Project**  **(Required)**  **8. SAM WORD Capstone**  **Project (Required)**  **9. Turn in folder**  **10. FYI** |  | **-Use weekly assignment checklist to check off completed work.**  **-Week 3 procedure is the same as for Weeks 1 & 2.**  **-Use the SAM Practice Exam for Word Module 2.**  **- Complete the SAM Real Exam for Word Module 2.**  **-Download Word Module 3 folder from the** [**Folders page**](https://watsonswebsite.com/folders/folders.html) **on my website.**  **-Folder procedure is same as for previous weeks.**  -[**Login to SAM**](https://sam.cengage.com/App/login?ReturnUrl=%2fLogin.aspx) **to download the project, “Textbook Project for Word Module 3”. Download start file and support file(s) if any.**  **-Save start file in Word Module 3 folder.**  **-In the project download window, the project instruction file opens the ebook for Word Module 3.**  **-Read the page-by-page instructions in Module 3 to complete the project file.**  **-You must read the chapter for the project instructions. Otherwise you won’t know what to do with the project file(s).**  **OR**  **Multitask between watching these videos and working in the project start file. They teach you how to do the textbook project.**  **-Part 1**  [**https://www.youtube.com/watch?v=qyfB2rnk2IE**](https://www.youtube.com/watch?v=qyfB2rnk2IE)  **-Part 2**  [**https://www.youtube.com/watch?v=SG4XuexC1j4**](https://www.youtube.com/watch?v=SG4XuexC1j4)  **-Part 3**  [**https://www.youtube.com/watch?v=68bZqwOtQ10**](https://www.youtube.com/watch?v=68bZqwOtQ10)  **-Save completed file(s) into the Module 3 folder with the SAM expected name. Look in the SAM upload window for the expected name. If you do not name your file by what SAM expects, SAM will not accept your file for grading.**  **-Upload the completed file(s) back into SAM for grading. Look at the graded report in SAM. Fix whatever may be wrong and resubmit in SAM for a better score. You have 5 tries on projects. Only highest score counts.**  **-All files created in Module 3 should be saved into the Word Module 3 folder.**  **-Close all files in Module 3 folder. Close the Word folder.**  **-Make sure your Word folder is labeled correctly.**    **-SAM Training - WORD Module 3– Read & follow instructions in SAM.**  **-SAM Project – WORD Module 3 – Save in Module 3 folder.**  **-SAM WORD Capstone Project. This project covers what you learned in Module 1-3. Save in Module 3 folder.**  **-This is a challenging project so you have a full week to complete it.**  **-Save all project files in Word Module 3 folder.**  **-Turn in folders EVERY WEEK in my shared Google Drive “Drag Folders Here”. Something is better than nothing.**  -[**Keyboard Shortcuts for Windows 10**](https://support.microsoft.com/en-us/windows/windows-10-keyboard-shortcuts-3d444b08-3a00-abd6-67da-ecfc07e86b98) **- Try using some of the shortcuts as you work.** | **SAM Module 2 REAL Exam due by Thursday,**  **Sept. 12, 11:59pm.**  **SAM Word Module 3 textbook project due by Thursday,**  **Sept. 12, 11:59PM**  **SAM Training & Project due by Thursday,**  **Sept. 12, 11:59pm.**  **SAM Word Capstone Project is due by MONDAY,**  **Sept. 16, 11:59pm.**  [**Drag Word folder into Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **“Drag Folders Here” folder by Thursday,**  **Sept. 12, 11:59pm.** |
|  | **11. Blog and email** |  | **Check** [**class blog**](http://www.blogger.com/) **several times a week. Ask questions, read answers/comments on the blog.**  **Check personal email several times a week.** |  |