

CIS 100 Week 3 Part 1 Checklist

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

Date	Topics	✓	Assignments	Due Dates
Week 3 Part 1 begins Monday, Sept. 9.	1. Use weekly checklist	<input type="checkbox"/>	-Use weekly assignment checklist to check off completed work.	<input type="checkbox"/> SAM Module 2 REAL Exam due by Thursday, Sept. 12, 11:59pm.
	2. SAM Practice Exam (not required)	<input type="checkbox"/>	-Week 3 procedure is the same as for Weeks 1 & 2.	
	3. SAM Real Exam (required)	<input type="checkbox"/>	-Use the SAM Practice Exam for Word Module 2.	
	4. Download module folder	<input type="checkbox"/>	- Complete the SAM Real Exam for Word Module 2.	
	...	<input type="checkbox"/>	-Download Word Module 3 folder from the Folders page on my website.	
	Office 2019 textbook	<input type="checkbox"/>	-Folder procedure is same as for previous weeks.	
	5. Word Module 3 - Formatting Text and Paragraphs	<input type="checkbox"/>	- Login to SAM to download the project, "Textbook Project for Word Module 3". Download start file and support file(s) if any.	
		<input type="checkbox"/>	-Save start file in Word Module 3 folder.	
		<input type="checkbox"/>	-In the project download window, the project instruction file opens the ebook for Word Module 3.	
		<input type="checkbox"/>	-Read the page-by-page instructions in Module 3 to complete the project file.	
Week 3 Part 1 begins Monday, Sept. 9.		<input type="checkbox"/>	- <u>You must read the chapter for the project instructions.</u> Otherwise you won't know what to do with the project file(s).	<input type="checkbox"/> SAM Word Module 3 textbook project due by Thursday, Sept. 12, 11:59PM
		<input type="checkbox"/>	OR Multitask between watching these videos and working in the project start file. They teach you how to do the textbook project.	
		<input type="checkbox"/>	-Part 1 https://www.youtube.com/watch?v=qyfb2rnk2IE	
		<input type="checkbox"/>	-Part 2 https://www.youtube.com/watch?v=SG4XuexC1j4	
		<input type="checkbox"/>	-Part 3 https://www.youtube.com/watch?v=68bZqwOtQ10	
		<input type="checkbox"/>	-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.	
		<input type="checkbox"/>	-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.	
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		Cont'd next pg.	<input type="checkbox"/>	

