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
	1. <u>Use weekly</u> checklist		-Use weekly assignment checklist to check off completed workWeek 3 procedure is the same as for Weeks 1 & 2.	
Week 3 Part 1 begins Monday, Sept. 9.	2. SAM Practice Exam (not required) 3. SAM Real Exam (required)		-Use the SAM Practice Exam for Word Module 2.	☐ SAM Module 2 REAL Exam due by Thursday, Sept. 12, 11:59pm.
			- Complete the SAM Real Exam for Word Module 2.	
	4. Download module folder		-Download Word Module 3 folder from the Folders page on my website. -Folder procedure is same as for previous weeks.	
Week 3 Part 1 begins Monday, Sept. 9.	Office 2019 textbook 5. Word Module 3 - Formatting Text and Paragraphs Cont'd next pg.		-Login to SAM to download the project, "Textbook Project for Word Module 3". Download start file and support file(s) if anySave start file in Word Module 3 folderIn the project download window, the project instruction file opens the ebook for Word Module 3Read the page-by-page instructions in Module 3 to complete the project fileYou 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 projectPart 1 https://www.youtube.com/watch?v=qyfB2rnk2IE -Part 2 https://www.youtube.com/watch?v=SG4XuexC1j4 -Part 3 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 expected, sAM will not accept your file for gradingUpload 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.	☐ SAM Word Module 3 textbook project due by Thursday, Sept. 12, 11:59PM
	Cont'd next pg.			

Week 3 Part 1 begins Monday, Sept. 9.	6. SAM WORD Training (Required) 7. SAM WORD Project (Required) 8. SAM WORD Capstone Project (Required) 9. Turn in folder 10. FYI	-All files created in Module 3 should be saved into the Word Module 3 folderClose all files in Module 3 folder. Close the Word folderMake 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 folderThis is a challenging project so you have a full week to complete itSave 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 - Try using some of the shortcuts as you work.	□ 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 "Drag Folders Here" folder by Thursday, Sept. 12, 11:50pm
	11. Blog and email	Check <u>class blog</u> several times a week. Ask questions, read answers/comments on the blog. Check personal email several times a week.	11:59pm.