### Week 7 Part 1 Checklist

 **Office 2019 text Exams, quizzes, important info Hyperlinks Due Dates Comments**

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| **Week** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 7** **Part 1** **Monday, Oct. 7.****Week 7** **Part 1** **Monday, Oct. 7.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)**2. SAM Access Capstone** **Project (Required)****3. SAM Access Practice Exam (not required)****4. SAM Access REAL Exam (required)****5. Download folder****… Office 2019 text…****6. PPTX Module 1,****Creating PPTX Presentations****7. SAM Training****(required)****8. SAM Project****(required)****9. Turn in folder****10. SAM Practice Exam****11. SAM REAL Exam****\*\*\*HONORS STUDENTS ONLY****12. FYI: OneDrive Cloud** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Use weekly assignment checklist to check off completed work.** **-SAM Capstone Project Access Modules 1-4. Read & follow instructions in SAM to download project instruction file and project start file.** **-Save project file in Access Module 4 folder.****-Upload start file back into SAM for grading.****-Turn in Access Module 4 folder (again).****-Use the SAM Access Practice Exam to prepare for the real exam.****-Complete the SAM ‘REAL’ Access Exam for Module 4. Unlike practice exams, you only get 1 try on ‘real’ exams.****-Download PowerPoint Module 1 folder from Watson’s Website** [**Folders page**](http://watsonswebsite.com/folders/Downloading%20the%20E-notebook%20CIS100.html)**-Folder procedure same as in previous weeks.****-Using the SAM PPTX Module 1 Textbook Project file, read and complete the step-by-step instructions in PPTX Module 1 chapter.** **NOTE: This is a blank PPTX file encrypted for the SAM PPTX Module 1 textbook project.****OR****These videos were created by another teacher. They show you how to do the textbook project.****-PowerPoint Module 1 Part 1****[https://www.youtube.com/watch?v=8C5bs4upelU](https://www.youtube.com/watch?app=desktop&v=zA6Vuxtrpgs" \t "_blank)****-PowerPoint Module 1 Part 2 (Online Interview Preparation)**[**https://www.youtube.com/watch?v=gYN4edNzB5Q**](https://www.youtube.com/watch?v=gYN4edNzB5Q)**-When finished, upload into SAM for grading.** **-Save the completed textbook project file in your PPTX Module 1 folder.****-Complete SAM Training for PPTX Module 1.****-Complete SAM Project for PPTX Module 1.****-Turn in PPTX Module 1 folder to my Drag Folders Here on shared Google Drive.****-Use the SAM PPTX Module 1 Practice Exam to prepare for real exam.****-Complete the SAM ‘REAL’ PPTX Module 1 Exam.****-HONORS STUDENT ONLY TRAINING (If you are not enrolled in the Honors CIS 100 section, you do not need to do this Training assignment.)****-MOS Certification Training****Use both Observe and Apply mode in Training.****-** [**Watch this video to learn about OneDrive**](https://support.office.com/en-us/article/Video-What-is-OneDrive-personal-a7707a86-7a07-4147-839a-40928b7f1d2c)- [**Video for signing in or creating a OneDrive Account.**](https://support.office.com/en-us/article/Sign-in-or-create-an-account-for-OneDrive-3adf09fd-90e3-4420-8c4e-b55e2cde40d2?ui=en-US&rs=en-US&ad=US)**-** [**Login to OneDrive or Create OneDrive Account**](https://onedrive.live.com/about/en-us/)**If you already have a OneDrive account, do not create a 2nd one. Use OneDrive for free storage and online Office applications.** | [ ]  **SAM Access Modules 1-4 Capstone Project due Thursday,** **Oct. 10, 11:59pm.**[ ]  **SAM REAL Access Module 4 REAL Exam is due by Thursday, Oct. 10, by 11:59pm.**[ ]  **SAM PPTX Module 1 textbook project due Thursday., Oct. 10, 11:59pm.**[ ]  **SAM Training & Project due by Thursday, Oct. 10, 11:59pm.** [ ]  [**Drag PPTX Module 1 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, Oct. 10, 11:59pm.**[ ]  **SAM REAL PPTX Module 1 REAL Exam is due by Thursday, Oct. 10, 11:59pm.** [ ]  **SAM MOS Certification Training due by Friday, Oct. 18, 11:59pm.**  |
|  | **13. Email and** [**blog**](http://www.blogger.com) | [ ] [ ]  | **-Check email several times per week.****-Read blog several times per week.** [**CIS 100 Blog**](https://accounts.google.com/ServiceLogin?service=blogger&passive=1209600&continue=http://www.blogger.com/home?pli%3D1&followup=http://www.blogger.com/home?pli%3D1&ltmpl=start#s01)**.** |  |