### Weeks 7 Part 2 Checklist

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

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| --- | --- | --- | --- | --- |
| **Week** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 7 begins Thursday, Oct. 10.****Week 7 cont’d. Thursday, Oct. 10.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)**2. Download folder****… Office 2019 text…****3. PPTX Module 2** **Modifying a Presentation****4. SAM Training****5. SAM Project****6. SAM Practice Exam****7. SAM REAL Exam****8. Turn in folder****9. FYI:** **Create WordCloud****10. Turn folder in****11. FYI** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Use weekly assignment checklist to check off completed work.** **-Download PowerPoint Module 2 folder from Watson’s Website** [**Folders page**](http://watsonswebsite.com/folders/Downloading%20the%20E-notebook%20CIS100.html)**-Folder procedure same as in previous weeks.****-Download textbook project start file in SAM for PPTX Module 2.** **-Use the start file and follow step-by-step instructions in the textbook for PPTX Module 2.** **OR****This video was created by another teacher. It shows you how to do the textbook project.****PowerPoint Module 2 (There is only 1 video.)****-**[**https://www.youtube.com/watch?v=FyCkVivBvaw**](https://www.youtube.com/watch?v=FyCkVivBvaw)**-When finished, upload into SAM for grading.** **-Save the completed textbook project file in your PPTX Module 2 folder.****-Complete SAM Training for PPTX Module 2.****-Complete SAM Project for PPTX Module 2.****-Use SAM PPTX Module 2 Practice Exam to prepare for real exam.****-Complete the SAM ‘REAL’ PPTX Module 2 Exam.****-Turn in PPTX Module 1 folder.****-**[**WordClouds**](https://www.wordclouds.com/)**a) Use the WordCloud Wizard to quickly create your own WordCloud for the topics we covered in CIS 100 (Windows, Internet, Cloud, Word, Excel, Access, PPTX, Integration.)****b) Save your Wordcloud as “Wordcloud.jpg” in PPTX Module 2 folder.****c) Open PPTX and insert “Wordcloud.jpg” in a new slide.****d) Save the PPTX file in PPTX Module 2 folder as “Wordcloud.pptx.”.****-Turn in PPTX Module 2 folder.****-**[**Recommended websites from my CIS 111 students**](http://csjava.occ.cccd.edu/~watsonm/Assignments_Handouts_Lectures/Handouts_for_all_classes/recommended%20websites%20from%20students.pdf) | [ ]  **SAM PPTX Module 2 textbook project due Monday, Oct. 14, 11:59pm.**[ ]  **SAM Training & Project due by Monday, Oct. 14, 11:59pm.** [ ]  **SAM REAL Exam due by Monday, Oct. 14, 11:59pm.** [ ]  [**Drag PPTX Module 2 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 Monday, Oct. 14, 11:59pm.** |
|  | **12. 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)**.** |  |