### 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)**.** |  |