Weeks 7 Part 2 Checklist

Week	Topics	✔	Assignments	Due Dates
Week 7 begins Thursday, Oct. 10.	**1. Use weekly checklist**	☐	-Use weekly assignment checklist to check off completed work.	
	2. Download folder	☐	-Download PowerPoint Module 2 folder from Watson's Website **Folders page**	
		☐	-Folder procedure same as in previous weeks.	
	… Office 2019 text… **3. PPTX Module 2 Modifying a Presentation**	☐ ☐	-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.	☐ **SAM PPTX Module 2 textbook project due Monday, Oct. 15, 11:59pm.**
		☐	**PowerPoint Module 2 (There is only 1 video.)** -**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.	
	4. SAM Training	☐	-Complete SAM Training for PPTX Module 2.	☐ **SAM Training & Project due by Monday, Oct. 15, 11:59pm.**
	5. SAM Project	☐	-Complete SAM Project for PPTX Module 2.	
	6. SAM Practice Exam	☐	-Use SAM PPTX Module 2 Practice Exam to prepare for real exam.	
	7. SAM REAL Exam	☐	-Complete the SAM 'REAL' PPTX Module 2 Exam.	☐ **SAM REAL Exam due by Monday, Oct. 15, 11:59pm.**
	8. Turn in folder	☐	-Turn in PPTX Module 1 folder.	

Instructor reserves the right to make changes as deemed reasonable and/or necessary.

Week 7 cont'd. Thursday, Oct. 10.	**9. FYI: Create WordCloud**	☐	-**WordClouds** 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.".	
	10. Turn folder in	☐	-Turn in PPTX Module 2 folder.	☐ **Drag PPTX Module 2 folder into Google Drive "Drag Folders Here" folder by Monday, Oct. 15, 11:59pm.**
	11. FYI	☐	-**Recommended websites from my CIS 111 students**	
	12. Email and blog	☐	-Check email several times per week.	
		☐	-Read blog several times per week. **CIS 100 Blog.**	

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