## Office 2019 text Exams, guizzes, important info **Hyperlinks Due Dates** Comments **Topics Assignments Due Dates** Week 1. Use weekly -Use weekly assignment checklist to check off completed work. checklist Week 8 -Download PowerPoint Module 3 folder from Watson's Website Folders Part 1 2. Download folder page -Folder procedure same as in previous weeks. Monday, Oct. 14. -Download the textbook project start file in SAM for PPTX Module 3. $\square$ SAM PPTX -Use the start file and follow step-by-step instructions in the textbook for Module 3 textbook PPTX Module 3. project due OR Thursday, Oct. 17, 3. PPTX Module 3 -Multitask between watching these videos and working in the SAM project 11:59pm. **Inserting Objects** start file. The videos teach you how to do the textbook project. into a Presentation PowerPoint Module 3 -Part 1 https://www.youtube.com/watch?v=dDA9rcq9dQk -Part 2 https://www.youtube.com/watch?v=YnJckkVHfFU -When finished, upload into SAM for grading. -Save the completed textbook project file in your PPTX Module 3 folder. 4. SAM PPTX $\square$ SAM PPTX Training -Complete SAM Training for PPTX Module 3. Training, Projects, (required) and Real Exam for 5. SAM PPTX -Complete SAM Project for PPTX Module 3. Module 3 due by **Project** Thursday, Oct. 17, (required) -Complete SAM Capstone Project for PPTX Modules 1-3. 11:59pm. Multitask as you watch these videos to create the SAM Capstone project. 6. SAM PPTX **Capstone Project** Part 1 -https://www.youtube.com/watch?v=OFCxhnW1tXU&t=13s Part 2 -https://www.voutube.com/watch?v=nzuNTraW8h4 Part 3 -https://www.voutube.com/watch?v=16ACCSzZN9k 7. Turn in folder -Turn in PPTX Module 3 folder.

Weeks 8 Part 1 Checklist

Week 8 cont'd. Monday, Oct. 14.	8. SAM Practice PPTX Exam  9. SAM REAL PPTX Exam (required)	-Use the SAM Practice Exam for PPTX Module 3 to prepare for the REAL ExamComplete the SAM REAL Exam for PPTX Module 3.	Drag PPTX Module 3 folder into Google Drive "Drag Folders Here" folder by Thursday, Oct. 17, 11:59pm.
	10. Download folder	-Download Integration Module 3 folder from Watson's Website Folders  page -Folder procedure same as previously instructed.	
	Office 2019 11. Integrating Word, Excel, Access & PowerPoint	-Using the files in Integration Module 3 folder, read and follow the step-by-step instructions in the Integrating Word, Excel, Access & PPTX Module 3 chapter in the textbookEbook instructions tell you what to name your filesSave all work into the Integration Module 3 folder.	☐ <u>Drag</u> <u>Integration</u> Module 3 folder
	12. Turn in folder  13. SAM Integration Training (required)	-Turn in Integration Module 3 folderComplete SAM Training for Integration Module 3.	into Google Drive "Drag Folders Here" folder by Thursday, Oct. 17,
	14. SAM Practice Exam	-Use the SAM Practice Exam for <u>Integration Module 3</u> to prepare for the REAL Exam.	11:59pm.  ☐ SAM Integration
	15. SAM 'REAL' Exam (required)	-Complete the SAM REAL Exam for <u>Integration Module 3</u> .	Module 3 Training and Real Exam due by Thursday,
	16. SAM SLO Assessment	-The SLO Assessment in SAM is open all week. Please make sure you complete it. It factors into your exam average and may be helpful for raising your final grade average.	Oct. 17, 11:59pm.  ☐ SAM SLO  Assessment Exam due by Thursday, Oct. 17, 11:59pm.
	17. Email and blog	-Check email several times per weekRead blog several times per week.	, ,