CIS 111 Week 14 Part 1 Assignment Schedule

■ Excel, Access, HTML ■ Discovering Computers, important info ■ Exams, quizzes ■ Hyperlinks ■ Due Dates

Date	Topic	✓	Assignments	Due Dates
	1. Use weekly checklist	☐ ☐ ☐	-Use checklist to keep track of your completed assignments. -If you run into problems, post your questions on the blog. -Always do assignments in the order listed below.	Please do not wait until the last minute to do your SAM assignments. Murphy's Law: What can go wrong, will go wrong.
Week 14 Part 1 begins Monday, Nov. 25.	2. Download folders	☐	-Download Word Module 2 folder from Watson's Website. Unzip & label folder, *CRN# firstname lastname Word Module 2.* NOTE: There is an ebook in SAM with chapter material for Word & PPTX. The SAM Training, Projects, and Exams are related to the chapters in the ebook.	
	3. Word – Module 2 Editing and Formatting Documents	☐ ☐	-FYI: Additional online help from Microsoft: Microsoft Training for Word -In SAM, there is an ebook, *Illustrated Collection Microsoft Office 365 & Office 2019*. If needed, use the ebook in SAM for Word Module 2 chapter for detailed Word instruction to help with the Word project below.	
Happy Thanksgiving	4. SAM Training	☐	-SAM Training for Word Module 2 – Complete the SAM training assignment before attempting the SAM project assignment.	☐ Submit Word Module 2 folder by dragging into shared Google Drive folder, "Drag Folders Here" WEDNESDAY, Nov. 27, 11:59pm.
	5. SAM Project	☐ ☐ ☐ ☐	-SAM Project for Word Module 2. Download instruction file, start file, and any supplemental files if applicable. -Follow downloaded instructions to complete the project. -Upload finished project to SAM for grading. -Save project file in Word folder.	
	6. SAM Practice Exam for MS Word	☐	- SAM Word Module 2 practice exam is not required but strongly recommended. Practice exams are available for 49 tries.	☐ All SAM assignments for Word Module 2 due WEDNESDAY, Nov. 27, 11:59pm.
	7. SAM 'Real' Exam for MS Word	☐	-SAM REAL Exam for Word Module 2. Unlike practice exams, you get only one try on 'real' exams.	

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