### CIS 111 Week 15 Part 1 Assignment Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Topic** | **✓** | **Assignments** | **Due Dates** |
| **Week 15 Part 1 begins Monday, Dec. 2.** | **1.**  [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)**2. Download folders****3. PPTX Module 2: Modifying Presentations** **4. SAM Training****5. SAM Project****6. SAM Practice Exams** **7. SAM Real Exam** **8.** [**Blog**](http://www.blogger.com/) **&** [**Gmail**](http://www.gmail.com/) | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Use checklist to keep track of your completed assignments.** **-Always do assignments in the order listed below.****-If you run into problems, post your questions on the blog.****-Download PPTX Module 2 folder from Watson’s Website. Unzip & label folder, *CRN# firstname lastname PPTX Module 2*.** **NOTE: There is an ebook in SAM with chapter material for PPTX lessons. The SAM Training, Projects, and Exams are related to the chapters in the ebook.****-FYI: Additional online help from Microsoft as needed:** [**Microsoft Training for PPTX**](https://support.office.com/en-us/article/PowerPoint-training-40e8c930-cb0b-40d8-82c4-bd53d3398787?ui=en-US&rs=en-US&ad=US#ID0EABAAA=2016) **.****-In SAM, there is an ebook, Illustrated Collection Microsoft Office 365 & Office 2019. If needed, use the ebook for PPTX Module 2 chapter for detailed PPTX instruction to help with the PPTX project below.** **-SAM Training for PPTX Module 2 – Complete the SAM training assignment before attempting the SAM project assignment.****-SAM Project for PPTX 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 PPTX Module 2 folder.****-SAM PPTX Module 2 practice exam is not required but strongly recommended.** **-SAM Real Exam for PPTX Module 2. Unlike practice exams, you get only one try on ‘real’ exams.****-Check the blog and your personal email 3 to 4 times throughout the week.** | **Please do not wait until the last minute to do your SAM assignments. Murphy’s Law: What can go wrong, will go wrong.**[ ]  **Submit PPTX Module 2 folder by dragging into** [**shared Google Drive folder, “Drag Folders Here”**](https://drive.google.com/drive/folders/1Ih1awf23JLWa44T6VZJ3yr31BfUhrmq_?usp=sharing) **Tuesday, Dec. 5, 11:59pm.**[ ]  **All SAM assignments for PPTX due Tuesday, Dec. 5, 11:59pm.** |