

CIS 111 Week 15 Part 1 Assignment Checklist

Date	Topic	✓	Assignments	Due Dates
<p>Week 15 Part 1 begins Monday, Dec. 2.</p>	<p>1. Use weekly checklist</p>	<input type="checkbox"/>	<p>-Use checklist to keep track of your completed assignments.</p>	<p>Please do not wait until the last minute to do your SAM assignments. Murphy's Law: What can go wrong, will go wrong.</p> <p><input type="checkbox"/> Submit PPTX Module 2 folder by dragging into shared Google Drive folder, "Drag Folders Here" Tuesday, Dec. 5, 11:59pm.</p> <p><input type="checkbox"/> All SAM assignments for PPTX due Tuesday, Dec. 5, 11:59pm.</p>
	<p>2. Download folders</p>	<input type="checkbox"/>	<p>-Always do assignments in the order listed below. -If you run into problems, post your questions on the blog.</p>	
	<p>3. PPTX Module 2: Modifying Presentations</p>	<input type="checkbox"/>	<p>-Download PPTX Module 2 folder from Watson's Website. Unzip & label folder, <i>CRN# firstname lastname PPTX Module 2.</i></p>	
	<p>4. SAM Training</p>	<input type="checkbox"/>	<p>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.</p>	
	<p>5. SAM Project</p>	<input type="checkbox"/>	<p>-FYI: Additional online help from Microsoft as needed: Microsoft Training for PPTX .</p>	
	<p>6. SAM Practice Exams</p>	<input type="checkbox"/>	<p>-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.</p>	
	<p>7. SAM Real Exam</p>	<input type="checkbox"/>	<p>-SAM Training for PPTX Module 2 – Complete the SAM training assignment before attempting the SAM project assignment.</p>	
	<p>8. Blog & Gmail</p>	<input type="checkbox"/>	<p>-SAM Project for PPTX Module 2. Download instruction file, start file, and any supplemental files if applicable.</p> <p>-Follow downloaded instructions to complete the project.</p> <p>-Upload finished project to SAM for grading.</p> <p>-Save project file in PPTX Module 2 folder.</p> <p>-SAM PPTX Module 2 practice exam is not required but strongly recommended.</p> <p>-SAM Real Exam for PPTX Module 2. Unlike practice exams, you get only one try on 'real' exams.</p> <p>-Check the blog and your personal email 3 to 4 times throughout the week.</p>	

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