



What goes in your Word folders?

When you follow the weekly assignment checklists, you are assigned projects in SAM. Textbook projects have instructions in the ebook (textbook). Other SAM projects have instruction files you download in SAM (usually Word file downloads in SAM). When you complete each project in the weekly checklists, submit them to SAM for grading and save in the module folders.

These are the names of the files you should have in your folders when you finish each Word chapter:

Word Module 1:

- WD 1-Memo.docx
- WD 1-TipSheet.docx
- WD 1-SakuraDoksa

Word Module 2:

- WD 2-TechJobs.docx
- WD 2-WorksCited

Word Module 3:

- WD 3-Update.docx
- WD 3-ClaimFlyer