

## Week 7 Part 1 Checklist

■ Office 2019 text    
 ■ Exams, quizzes, important info    
 ■ Hyperlinks    
 ■ Due Dates    
 ■ Comments

Week	Topics	✓	Assignments	Due Dates
Week 7 Part 1 Monday, March 16.	1. <a href="#">Use weekly checklist</a>	<input type="checkbox"/>	-Use weekly assignment checklist to check off completed work.	<input type="checkbox"/> SAM Access Modules 1-4 Capstone Project due Thursday, March 19, 11:59pm.  <input type="checkbox"/> SAM REAL Access Module 4 REAL Exam is due by Thursday, March 19, 11:59pm.  <input type="checkbox"/> SAM PPTX Module 1 textbook project due Thursday, March 19, 11:59pm.
	2. HONORS STUDENTS ONLY: SAM Access Capstone Project (Required)	<input type="checkbox"/>	-HONORS STUDENTS ONLY: SAM Capstone Project Access Modules 1-4. Read & follow instructions in SAM to download project instruction file and project start file. -Save project file in Access Module 4 folder. -Upload start file back into SAM for grading. -Turn in Access Module 4 folder (again).	
	3. SAM Access Practice Exam (not required)	<input type="checkbox"/>	-Use the SAM Access Practice Exam to prepare for the real exam.	
	4. SAM Access REAL Exam (required)	<input type="checkbox"/>	-Complete the SAM 'REAL' Access Exam for Module 4. Unlike practice exams, you only get 1 try on 'real' exams.	
	5. Download folder	<input type="checkbox"/>	-Download PowerPoint Module 1 folder from Watson's Website <a href="#">Folders page</a>	
		<input type="checkbox"/>	-Folder procedure same as in previous weeks.	
	... Office 2019 text...	<input type="checkbox"/>	-Using the SAM PPTX Module 1 Textbook Project file, read and complete the step-by-step instructions in PPTX Module 1 chapter. NOTE: This is a blank PPTX file encrypted for the SAM PPTX Module 1 textbook project. <b>OR</b> These videos were created by another teacher. They show you how to do the textbook project.	
	6. PPTX Module 1, Creating PPTX Presentations	<input type="checkbox"/>	-PowerPoint Module 1 Part 1 <a href="https://www.youtube.com/watch?v=8C5bs4upelU">https://www.youtube.com/watch?v=8C5bs4upelU</a>	
		<input type="checkbox"/>	-PowerPoint Module 1 Part 2 (Online Interview Preparation) <a href="https://www.youtube.com/watch?v=gYN4edNzB5Q">https://www.youtube.com/watch?v=gYN4edNzB5Q</a>	

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

