

Weeks 7 Part 2 Checklist

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

Week	Topics	✓	Assignments	Due Dates
Week 7 Part 2 begins Thursday, March 19.	1. Use weekly checklist	<input type="checkbox"/>	-Use weekly assignment checklist to check off completed work.	
	2. Download folder	<input type="checkbox"/>	-Download PowerPoint Module 2 folder from Watson's Website Folders page	
		<input type="checkbox"/>	-Folder procedure same as in previous weeks.	
	... Office 2019 text...	<input type="checkbox"/>	-Download textbook project start file in SAM for PPTX Module 2.	
	3. PPTX Module 2 Modifying a Presentation	<input type="checkbox"/>	-Use the start file and follow step-by-step instructions in the textbook for PPTX Module 2. OR This video was created by another teacher. It shows you how to do the textbook project.	<input type="checkbox"/> SAM PPTX Module 2 textbook project due Monday, March 23, 11:59pm.
	4. SAM Training	<input type="checkbox"/>	PowerPoint Module 2 (There is only 1 video.) -https://www.youtube.com/watch?v=FyCkVivBvaw	<input type="checkbox"/> SAM Training & Project due by Monday, March 23, 11:59pm.
	5. SAM Project	<input type="checkbox"/>	-When finished, upload into SAM for grading. -Save the completed textbook project file in your PPTX Module 2 folder.	
6. SAM Practice Exam	<input type="checkbox"/>	-Complete SAM Training for PPTX Module 2.		
7. SAM REAL Exam	<input type="checkbox"/>	-Complete SAM Project for PPTX Module 2.		
	<input type="checkbox"/>	-Use SAM PPTX Module 2 Practice Exam to prepare for real exam.	<input type="checkbox"/> SAM REAL Exam due by Monday, March 23, 11:59pm.	
	<input type="checkbox"/>	-Complete the SAM 'REAL' PPTX Module 2 Exam.		

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

<p>Week 7 Part 2 begins Thursday, March 19.</p>	8. Turn in folder	<input type="checkbox"/>	-Turn in PPTX Module 1 folder.	<input type="checkbox"/> Drag PPTX Module 2 folder into Google Drive "Drag Folders Here" folder by Monday, March 23, 11:59pm.
	9. FYI: Create WordCloud	<input type="checkbox"/>	<p>-WordClouds</p> <p>a) Use the WordCloud Wizard to quickly create your own WordCloud for the topics we covered in CIS 100 (Windows, Internet, Cloud, Word, Excel, Access, PPTX, Integration.)</p> <p>b) Save your Wordcloud as "Wordcloud.jpg" in PPTX Module 2 folder.</p> <p>c) Open PPTX and insert "Wordcloud.jpg" in a new slide.</p> <p>d) Save the PPTX file in PPTX Module 2 folder as "Wordcloud.pptx."</p>	
	10. Turn folder in	<input type="checkbox"/>	-Turn in PPTX Module 2 folder.	
	11. FYI	<input type="checkbox"/>	- Recommended websites from my CIS 111 students	
	12. Email and blog	<input type="checkbox"/>	-Check email several times per week.	
		<input type="checkbox"/>	-Read blog several times per week. CIS 100 Blog.	

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