

Weeks 8 Part 1 Checklist

 Office 2019 text

 Exams, quizzes, important info

 Hyperlinks

 Due Dates

 Comments

Week	Topics	✓	Assignments	Due Dates
<p>Week 8 Part 1 Monday, March 23.</p>	<p>1. Use weekly checklist</p> <p>2. Download folder</p> <p>3. PPTX Module 3 – Inserting Objects into a Presentation</p> <p>4. SAM PPTX Training (required)</p> <p>5. SAM PPTX Project (required)</p> <p>6. HONORS STUDENTS ONLY: SAM PPTX Capstone Project</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>-Use weekly assignment checklist to check off completed work.</p> <p>-Download PowerPoint Module 3 folder from Watson’s Website Folders page</p> <p>-Folder procedure same as in previous weeks.</p> <p>-Download the textbook project start file in SAM for PPTX Module 3.</p> <p>-Use the start file and follow step-by-step instructions in the textbook for PPTX Module 3.</p> <p>OR</p> <p>Multitask between watching these videos and working in the SAM project start file. The videos teach you how to do the textbook project.</p> <p>PowerPoint Module 3</p> <p>-Part 1 https://www.youtube.com/watch?v=dDA9rcq9dQk</p> <p>-Part 2 https://www.youtube.com/watch?v=YnJckkVHfFU</p> <p>-When finished, upload into SAM for grading.</p> <p>-Save the completed textbook project file in your PPTX Module 3 folder.</p> <p>-Complete SAM Training for PPTX Module 3.</p> <p>-Complete SAM Project for PPTX Module 3.</p> <p>-HONORS STUDENTS ONLY: Complete SAM Capstone Project for PPTX Modules 1-3.</p> <p>Multitask as you watch these videos to create the SAM Capstone project.</p> <p>Part 1 -https://www.youtube.com/watch?v=OFCxhnW1tXU&t=13s</p> <p>Part 2 -https://www.youtube.com/watch?v=nzuNTraW8h4</p> <p>Part 3 -https://www.youtube.com/watch?v=16ACCSzZN9k</p>	<p><input type="checkbox"/> SAM PPTX Module 3 textbook project due Thursday, March 26, 11:59pm.</p> <p><input type="checkbox"/> SAM PPTX Training, Projects, and Real Exam for Module 3 due by Thursday, March 26, 11:59pm.</p>

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

<p>Week 8 Part 1 Monday, March 23.</p>	7. Turn in folder	<input type="checkbox"/>	-Turn in PPTX Module 3 folder.	<input type="checkbox"/> Drag PPTX Module 3 folder into Google Drive “Drag Folders Here” folder by Thursday, March 26, 11:59pm. <input type="checkbox"/> Drag Integration Module 3 folder into Google Drive “Drag Folders Here” folder by Thursday, March 26, 11:59pm. <input type="checkbox"/> SAM Integration Module 3 Training and Real Exam due by Thursday, March 26, 11:59pm. <input type="checkbox"/> SAM SLO Assessment Exam due by Thursday, March 26, 11:59pm.
	8. SAM Practice PPTX Exam	<input type="checkbox"/>	-Use the SAM Practice Exam for PPTX Module 3 to prepare for the REAL Exam.	
	9. SAM REAL PPTX Exam (required)	<input type="checkbox"/>	-Complete the SAM REAL Exam for PPTX Module 3 .	
	10. Download folder	<input type="checkbox"/>	-Download Integration Module 3 folder from Watson’s Website Folders page	
	Office 2019 ...	<input type="checkbox"/>	-Folder procedure same as previously instructed.	
	11. Integrating Word, Excel, Access & PowerPoint	<input type="checkbox"/>	-Using the files in Integration Module 3 folder, read and follow the step-by-step instructions in the Integrating Word, Excel, Access & PPTX Module 3 chapter in the textbook.	
		<input type="checkbox"/>	-Ebook instructions tell you what to name your files.	
		<input type="checkbox"/>	-Save all work into the Integration Module 3 folder.	
	12. Turn in folder	<input type="checkbox"/>	-Turn in Integration Module 3 folder.	
	13. SAM Integration Training (required)	<input type="checkbox"/>	-Complete SAM Training for Integration Module 3.	
14. SAM Practice Exam	<input type="checkbox"/>	-Use the SAM Practice Exam for Integration Module 3 to prepare for the REAL Exam.		
15. SAM ‘REAL’ Exam (required)	<input type="checkbox"/>	-Complete the SAM REAL Exam for Integration Module 3 .		
16. SAM SLO Assessment	<input type="checkbox"/>	-The SLO Assessment in SAM is open all week. Please make sure you complete it. It factors into your exam average and may be helpful for raising your final grade average.		
	17. Email and blog	<input type="checkbox"/>	-Check email several times per week.	
		<input type="checkbox"/>	-Read blog several times per week.	

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