

CIS 111 Week 14 Part 1 Assignment Schedule

■ Excel, Access, HTML

■ Discovering Computers, important info

■ Exams, quizzes

■ Hyperlinks

■ Due Dates

Date	Topic	✓	Assignments	Due Dates
Week 14 Part 1 begins Monday, Nov. 23. 	1. Use weekly checklist	☐	-Use checklist to keep track of your completed assignments.	Please do not wait until the last minute to do your SAM assignments. Murphy's Law: What can go wrong, will go wrong.
	2. Download folders	☐	-If you run into problems, post your questions on the blog.	
		☐	-Always do assignments in the order listed below.	
		☐	-Download Word Module 2 folder from Watson's Website. Unzip & label folder, <i>CRN# firstname lastname Word Module 2</i> .	
			NOTE: There is an ebook in SAM with chapter material for Word & PPTX. The SAM Training, Projects, and Exams are related to the chapters in the ebook.	
	3. Word – Module 2 Editing and Formatting Documents	☐	-FYI: Additional online help from Microsoft: Microsoft Training for Word	
	4. SAM Training	☐	-In SAM, there is an ebook, <i>Illustrated Collection Microsoft Office 365 & Office 2019</i> . If needed, use the ebook in SAM for Word Module 2 chapter for detailed Word instruction to help with the Word project below.	☐ Submit Word Module 2 folder by dragging into shared Google Drive folder, "Drag Folders Here" Friday, Nov. 27, 11:59pm.
	5. SAM Project	☐	-SAM Training for Word Module 2 – Complete the SAM training assignment before attempting the SAM project assignment.	
		☐	-SAM Project for Word Module 2. Download instruction file, start file, and any supplemental files if applicable.	
		☐	-Follow downloaded instructions to complete the project.	
		☐	-Upload finished project to SAM for grading.	☐ All SAM assignments for Word Module 2 due Friday, Nov. 27, 11:59pm.
		☐	-Save project file in Word folder.	
	6. SAM Practice Exam for MS Word	☐	-SAM Word Module 2 practice exam is not required but strongly recommended. Practice exams are available for 49 tries.	
	7. SAM 'Real' Exam for MS Word	☐	-SAM REAL Exam for Word Module 2. Unlike practice exams, you get only one try on 'real' exams.	

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