

CIS 111 Week 15 Part 1 Assignment Checklist

Date	Topic	✓	Assignments	Due Dates
Week 15 Part 1 begins Monday, Nov. 30.	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. ☐ Submit PPTX Module 2 folder by dragging into shared Google Drive folder, "Drag Folders Here" by Friday, Dec. 4, 11:59pm. ☐ All SAM assignments for PPTX due by Friday, Dec. 4, 11:59pm.
	2. Download folders	☐	-Always do assignments in the order listed below. -If you run into problems, post your questions on the blog. -Download PPTX Module 2 folder from Watson's Website. Unzip & label folder, <i>CRN# firstname lastname PPTX Module 2</i> . NOTE: There is an ebook in SAM with chapter material for PPTX lessons. The SAM Training, Projects, and Exams are related to the chapters in the ebook.	
	3. PPTX Module 2: Modifying Presentations	☐	-FYI: Additional online help from Microsoft as needed: Microsoft Training for PPTX .	
		☐	-In SAM, there is an ebook, Illustrated Collection Microsoft Office 365 & Office 2019. If needed, use the ebook for PPTX Module 2 chapter for detailed PPTX instruction to help with the PPTX project below.	
	4. SAM Training	☐	-SAM Training for PPTX Module 2 – Complete the SAM training assignment before attempting the SAM project assignment.	
	5. SAM Project	☐	-SAM Project for PPTX 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.	
		☐	-Save project file in PPTX Module 2 folder.	
	6. SAM Practice Exams	☐	-SAM PPTX Module 2 practice exam is not required but strongly recommended.	
	7. SAM Real Exam	☐	-SAM Real Exam for PPTX Module 2. Unlike practice exams, you get only one try on 'real' exams.	
	8. Blog & Gmail	☐	-Check the blog and your personal email 3 to 4 times throughout the week.	

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