

CIS 111 Week 15 Part 2 Assignment Checklist

■ Excel, Access, HTML
 ■ Discovering Computers, important info
 ■ SAM exams, quizzes
 ■ Hyperlinks
 ■ Due dates

Date	Topic	✓	Assignments	Due Dates
Week 15 Part 2 begins Friday, Dec. 4.	1. Use weekly checklist	☐	-Use checklist to keep track of your completed assignments.	<u>Please do not wait until the last minute to do your SAM assignments. Murphy's Law: What can go wrong, will go wrong.</u> ☐ Submit PPTX Module 3 folder by dragging into shared Google Drive folder, "Drag Folders Here" by Monday, Dec. 7, 11:59pm. ☐ All SAM assignments for PPTX due Monday, Dec. 7, 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 3 folder from Watson's Website. Unzip & label folder, <i>CRN# firstname lastname PPTX Module 3</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 3: Inserting Objects in 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 3 chapter for detailed PPTX instruction to help with the PPTX project below.	
	4. SAM Training	☐	-SAM Training for PPTX Module 3 – Complete the SAM training assignment before attempting the SAM project assignment.	
	5. SAM Project	☐	-SAM Project for PPTX Module 3. 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 3 folder.	
	6. SAM Practice Exams	☐	-SAM PPTX Module 3 practice exam is not required but strongly recommended.	
	7. SAM Real Exam	☐	-SAM Real Exam for PPTX Module 3. Unlike practice exams, you get only one try on 'real' exams.	

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

	8. SAM SLO Assessment Exam 9. Watch video 10. AI experience	☐ ☐ ☐ ☐	-Complete the CIS 111 SLO Exam in SAM. <u>THIS IS A GRADED EXAM.</u> It counts as part of your final grade. Your results on this exam will be averaged along with all other CIS 111 students for data and future planning for CIS 111 courses. -SLO Exam may be retaken up to 10 times. Strive for 100%. -<u>99% of Beginners Don't Know the Basics of AI</u> -Sign up for Napkin.com (https://www.youtube.com/watch?v=8wyx7swikCA) free AI account and create a text visual for: HTML Excel Access Word PowerPoint Windows 11 Internet AI -Create a folder on your computer with a label, "<i>CRN no firstname lastname AI</i>". -Take a screenshot of your text visual and paste it into Paint. -Save your Paint file as a .jpg in the folder and submit to my shared Google drive. -Not sure of Mac equivalent but a Google search mentioned <i>MacPaint</i>.	☐ SLO Assessment in SAM due by Monday, Dec. 7, 11:59pm. THIS IS A REQUIRED EXAM. ☐ Napkin AI assignment due Monday, Dec. 7, 11:59pm.
	10. Blog & Gmail	☐	-Check the blog and your personal email 3 to 4 times throughout the week.	

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