### Week 5 Part 2 Checklist

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 5 begins Monday,**  **March 3**  **Week 5 begins Monday,**  **March 3** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. SAM Access Practice Exams**  **3. SAM Access REAL Exams (required)**  **4. Do you have MS Access software?**  **5. Download folder**  **…Office 2019 textbook**  **6. Access Module 2:**  **Building Tables & Relationships**  **7. SAM Access Training (required)**  **8. SAM Access Project (required)**  **9. Turn in folder**  **10. FYI** |  | **-Use weekly assignment checklist to check off completed work.**  **-Use the SAM Practice Exam for Access Module 1 to prepare for the REAL Exam.**  **-Complete the SAM REAL Exam for Access Module 1.**  **-This course requires Microsoft Access. If you do not have Access on your computer, see Week 5 Part 1 checklist for instructions.**  **-Download the Access Module 2 folder from Watson’s Website** [**Folders page**](http://watsonswebsite.com/folders/Downloading%20the%20E-notebook%20CIS100.html)**.**  **-Folder procedure same as in previous weeks.**  **-Download the textbook project start files in SAM for Access Module 2.**  **-Use the start file and follow step-by-step instructions in the textbook for Access Module 2.**  **OR**  **Multitask between watching these videos and working in the SAM project start file. These videos teach you how to do the textbook projects.**  **Access Module 2**  **-Part 1**  [**https://www.youtube.com/watch?v=bleU4ClN6oo**](https://www.youtube.com/watch?v=bleU4ClN6oo)  **-Part 2**  [**https://www.youtube.com/watch?v=TFG0G0hpUOk**](https://www.youtube.com/watch?v=TFG0G0hpUOk)  **-When finished, upload into SAM for grading.**  **-Save the completed textbook project file in your Access Module 2 folder.**  **-Complete the Apply mode in training for Access Module 2.**  **HONORS STUDENTS ONLY: Managing Outlook Calendar Training. Do all 3 parts of Training – Observe, Practice, and Apply.**  **-Download the SAM Access Module 2 project start file with instruction file (and/or support files).**  **-Complete all steps and upload in SAM for grading.**  **-Save in Access Module 2 folder.**  **-Turn in your Access folder to my shared Google Drive “Drag Folders Here” folder. This is required for your attendance.**  **-**[**Windows 11 vs. Windows 10: Major Differences You'll Want to Know**](https://www.cnet.com/tech/computing/windows-11-vs-windows-10/) | **SAM REAL Exam for Access Module 1 due by Thursday, March 6 by 11:59pm.**  **SAM Access Module 2 textbook project due Thursday, March 6 by 11:59pm.**  **SAM Access Module 2 training and SAM project due Thursday, March 6 by 11:59pm.**  [**Drag Access Module 2 folder into Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **“Drag Folders Here” folder by Thursday, March 6 by 11:59pm.** |
|  | **11. Blog & email** |  | **-Check email several times per week.**  **-Read blog several times per week.** [**CIS 100 Blog**](https://accounts.google.com/ServiceLogin?service=blogger&passive=1209600&continue=http://www.blogger.com/home?pli%3D1&followup=http://www.blogger.com/home?pli%3D1&ltmpl=start#s01)**.** |  |