### Week 5 Part 2 Checklist

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

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| **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)**.** |  |