### Weeks 6 Part 2 Checklist

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

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| **Week** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 6 Part 2 Monday, March 10**  **Week 6 Part 2 Monday, March 10** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. SAM Access Practice Exam (not required)**  **3. SAM Access REAL Exam (required)**  **4. Download folder**  **5. Access Module 4 Working with Forms and Reports**  **6. SAM Training**  **(required)**  **7. SAM Project**  **(required)**  **8. Turn in folder**  **9. Download folder**  **… Office 2019 text…**  **10. Integration Module 2. Integrating Word, Excel, & Access**  **11. Turn in folder**  **12. SAM Training**  **13. SAM Practice Exam**  **14. SAM REAL Exam**  **15. FYI** |  | **-Use weekly assignment checklist to check off completed work.**  **-Use the SAM Access Practice Exam to prepare for the real exam.**  **-Complete the SAM ‘REAL’ Access Exam for Module 3. Unlike practice exams, you only get 1 try on ‘real’ exams.**  **-Download the Access Module 4 folder from Watson’s Website** [**Folders page**](http://watsonswebsite.com/folders/Downloading%20the%20E-notebook%20CIS100.html)**.**  **-Folder procedure is same as previously instructed.**  **-Download the textbook project start files in SAM for Access Module 4.**  **-Use the start file and follow step-by-step instructions in the textbook for Access Module 4.**  **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 4**  **-Part 1**  [**https://www.youtube.com/watch?v=f8xt1\_DRcYQ**](https://www.youtube.com/watch?v=f8xt1_DRcYQ)  **-Part 2**  [**https://www.youtube.com/watch?v=8JZHwhyyZ0I**](https://www.youtube.com/watch?v=8JZHwhyyZ0I)  **-When finished, upload into SAM for grading.**  **-Save the completed textbook project file in your Access Module 4 folder.**  **-Complete the Apply mode in training for Access Module 4.**  **-Download the SAM Access Module 4 project start file with instruction file (and/or support files).**  **-Complete all steps in project and upload in SAM for grading.**  **-Save project file(s) in Access Module 4 folder.**  **-Turn in Access Module 4 folder.**  **NOTE: There are no SAM projects for Integration chapters.**  **-Download the Integration Module 2 folder from Watson’s Website** [**Folders page**](http://watsonswebsite.com/folders/Downloading%20the%20E-notebook%20CIS100.html)**.**  **-Folder procedure is same as previously instructed.**  **-Using the files in Integration Module 2 folder, read and follow the step-by-step instructions in the Integrating Word, Excel, & Access Module 2 chapter in the textbook.**  **-Textbook instructions tell you what to name your files.**  **-Save all work into the Integration Module 2 folder.**  **-Turn in your Access folder to my shared Google Drive “Drag Folders Here” folder. This is required to account for your attendance.**  **-Complete the Apply mode in training for Integration Module 2.**  **-Use the SAM Practice Exam for Integration Module 2 to prepare for the REAL Exam.**  **-Complete the SAM REAL Exam for Integration Module 2.**  **-**[**Zillow**](http://www.zillow.com/) **– Rentals – Sales - Financing** | **SAM REAL Access Module 3 REAL Exam is due by Thursday, March 13 by 11:59pm.**  **SAM Access Module 4 textbook project due Thursday, March 13 by 11:59pm.**  **SAM Access Module 4 training due Thursday, March 13 by 11:59pm.**  **SAM Access Module 4 project due Thursday, March 13 by 11:59pm.**  [**Drag Access Module 4 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 13 by 11:59pm.**  [**Drag Integration 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 13 by 11:59pm.**  **SAM Integration training & REAL Exam are due next week, Thursday, March 13 by 11:59pm.** |
|  | **16. 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)**.** |  |