### 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 4Working 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)**.** |  |