### Weeks 8 Part 1 Checklist

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

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| **Week** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 8**  **Part 1**  **Friday,**  **March 21**  **Week 8**  **Part 1**  **Friday,**  **March 21** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. Download folder**  **3. PPTX Module 3 – Inserting Objects into a Presentation**  **4. SAM PPTX Training**  **(required)**  **5. SAM PPTX Project**  **(required)**  **6. SAM PPTX Capstone Project**    **7. Turn in folder**  **8. SAM Practice PPTX Exam**  **9. SAM REAL PPTX Exam (required)**  **10. Download folder**  **Office 2019 …**  **11. Integrating Word, Excel, Access & PowerPoint**  **12. Turn in folder**  **13. SAM Integration**  **Training (required)**  **14. SAM Practice Exam**  **15. SAM ‘REAL’ Exam (required)**  **16. SAM SLO Assessment** |  | **-Use weekly assignment checklist to check off completed work.**  **-Download PowerPoint Module 3 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 file in SAM for PPTX Module 3.**  **-Use the start file and follow step-by-step instructions in the textbook for PPTX Module 3.**  **OR**  **Multitask between watching these videos and working in the SAM project start file. The videos teach you how to do the textbook project.**  **PowerPoint Module 3**  **-Part 1**  [**https://www.youtube.com/watch?v=dDA9rcq9dQk**](https://www.youtube.com/watch?v=dDA9rcq9dQk)  **-Part 2**  [**https://www.youtube.com/watch?v=YnJckkVHfFU**](https://www.youtube.com/watch?v=YnJckkVHfFU)  **-When finished, upload into SAM for grading.**  **-Save the completed textbook project file in your PPTX Module 3 folder.**  **-Complete SAM Training for PPTX Module 3.**  **-Complete SAM Project for PPTX Module 3.**  **-Complete SAM Capstone Project for PPTX Modules 1-3.**  **Multitask as you watch these videos to create the SAM Capstone project.**  **Part 1**  **-**[**https://www.youtube.com/watch?v=OFCxhnW1tXU&t=13s**](https://www.youtube.com/watch?v=OFCxhnW1tXU&t=13s)  **Part 2**  **-**[**https://www.youtube.com/watch?v=nzuNTraW8h4**](https://www.youtube.com/watch?v=nzuNTraW8h4)  **Part 3**  **-https://www.youtube.com/watch?v=16ACCSzZN9k**  **-Turn in PPTX Module 3 folder.**  **-Use the SAM Practice Exam for PPTX Module 3 to prepare for the REAL Exam.**  **-Complete the SAM REAL Exam for PPTX Module 3.**  **-Download Integration Module 3 folder from Watson’s Website** [**Folders page**](http://watsonswebsite.com/folders/Downloading%20the%20E-notebook%20CIS100.html)  **-Folder procedure same as previously instructed.**  **-Using the files in Integration Module 3 folder, read and follow the step-by-step instructions in the Integrating Word, Excel, Access & PPTX Module 3 chapter in the textbook.**  **-Ebook instructions tell you what to name your files.**  **-Save all work into the Integration Module 3 folder.**  **-Turn in Integration Module 3 folder.**  **-Complete SAM Training for Integration Module 3.**  **-Use the SAM Practice Exam for Integration Module 3 to prepare for the REAL Exam.**  **-Complete the SAM REAL Exam for Integration Module 3.**  **-The SLO Assessment in SAM is open all week. Please make sure you complete it. It factors into your exam average and may be helpful for raising your final grade average.** | **SAM PPTX Module 3 textbook project due Monday, March 24, 11:59pm.**  **SAM PPTX Training, Projects, and Real Exam for Module 3 due by Monday, March 24, 11:59pm.**  [**Drag PPTX Module 3 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 Monday, March 24, 11:59pm.**  [**Drag Integration Module 3 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 Monday, March 24, 11:59pm.**  **SAM Integration Module 3 Training and Real Exam due by Monday, March 24, 11:59pm.**  **SAM SLO Assessment Exam due by Monday, March 24, 11:59pm.** |
|  | **17. Email and** [**blog**](http://www.blogger.com) |  | **-Check email several times per week.**  **-Read blog several times per week.** |  |