

Weeks 8 Part 1 Checklist	
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 Office 2019 text

**Exams, quizzes, important info**

## ■ Hyperlinks

**Due Dates**

## Comments

[illegible]

**Instructor reserves the right to make changes as deemed reasonable and/or necessary.**

<p>Week 8 Part 1 Friday, March 21</p>	8. SAM Practice PPTX Exam	<input type="checkbox"/>	-Use the SAM Practice Exam for <u>PPTX Module 3</u> to prepare for the REAL Exam.	<input type="checkbox"/> <u>Drag PPTX Module 3 folder into Google Drive</u> “Drag Folders Here” folder by Monday, March 24, 11:59pm.  <input type="checkbox"/> <u>Drag Integration Module 3 folder into Google Drive</u> “Drag Folders Here” folder by Monday, March 24, 11:59pm. <input type="checkbox"/> SAM Integration Module 3 Training and Real Exam due by Monday, March 24, 11:59pm. <input type="checkbox"/> SAM SLO Assessment Exam due by Monday, March 24, 11:59pm.
	9. SAM REAL PPTX Exam (required)	<input type="checkbox"/>	-Complete the SAM REAL Exam for <u>PPTX Module 3</u> .	
	10. Download folder	<input type="checkbox"/>	-Download Integration Module 3 folder from Watson’s Website <u>Folders page</u>	
		<input type="checkbox"/>	-Folder procedure same as previously instructed.	
	Office 2019 ...	<input type="checkbox"/>	-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.	
	11. Integrating Word, Excel, Access & PowerPoint	<input type="checkbox"/>	-Ebook instructions tell you what to name your files.	
		<input type="checkbox"/>	-Save all work into the Integration Module 3 folder.	
	12. Turn in folder	<input type="checkbox"/>	-Turn in Integration Module 3 folder.	
	13. SAM Integration Training (required)	<input type="checkbox"/>	-Complete SAM Training for Integration Module 3.	
	14. SAM Practice Exam	<input type="checkbox"/>	-Use the SAM Practice Exam for <u>Integration Module 3</u> to prepare for the REAL Exam.	
	15. SAM ‘REAL’ Exam (required)	<input type="checkbox"/>	-Complete the SAM REAL Exam for <u>Integration Module 3</u> .	
	16. SAM SLO Assessment	<input type="checkbox"/>	-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.	
	17. Email and <u>blog</u>	<input type="checkbox"/>	-Check email several times per week.	
		<input type="checkbox"/>	-Read blog several times per week.	

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