###  CIS 111 Week 14 Part 1 Assignment Schedule

**Excel, Access, HTML Discovering Computers, important info Exams, quizzes Hyperlinks Due Dates**

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| **Date** | **Topic** | **✓** | **Assignments** | **Due Dates** |
| **Week 14** **Part 1** **begins Monday,** **May 12.** | **1.**  [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)**2. Download folders****3. Word –** **Module 2****Editing and Formatting Documents****4. SAM Training****5. SAM Project****6. SAM Practice Exam for MS Word****7. SAM ‘Real’ Exam for MS Word** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Use checklist to keep track of your completed assignments.****-If you run into problems, post your questions on the blog.****-Always do assignments in the order listed below.****-Download Word Module 2 folder from Watson’s Website. Unzip & label folder, *CRN# firstname lastname Word Module 2.*****NOTE: There is an ebook in SAM with chapter material for Word & PPTX. The SAM Training, Projects, and Exams are related to the chapters in the ebook.****-FYI: Additional online help from Microsoft:** [**Microsoft Training for Word**](https://templates.office.com/en-US/templates-for-Word)**-In SAM, there is an ebook, *Illustrated Collection Microsoft Office 365 & Office 2019*. If needed, use the ebook in SAM for Word Module 2 chapter for detailed Word instruction to help with the Word project below.****-SAM Training for Word Module 2 – Complete the SAM training assignment before attempting the SAM project assignment.****-SAM Project for Word Module 2. Download instruction file, start file, and any supplemental files if applicable.****-Follow downloaded instructions to complete the project.****-Upload finished project to SAM for grading.****-Save project file in Word folder.****- SAM Word Module 2 practice exam is not required but strongly recommended. Practice exams are available for 49 tries.****-SAM REAL Exam for Word Module 2. Unlike practice exams, you get only one try on ‘real’ exams.** | **Please do not wait until the last minute to do your SAM assignments. Murphy’s Law: What can go wrong, will go wrong.**[ ]  **Submit Word Module 2 folder by dragging into** [**shared Google Drive folder, “Drag Folders Here”**](https://drive.google.com/drive/folders/1Ih1awf23JLWa44T6VZJ3yr31BfUhrmq_?usp=sharing) **Thursday, May 15, 11:59pm.**[ ]  **All SAM assignments for Word Module 2 due Thursday, May 15, 11:59pm.** |