### 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.** |