

CIS 111 Week 14 Part 1 Assignment Schedule
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Date	Topic	✓	Assignments	Due Dates
Week 14 Part 1 begins Monday, May 12.	1. <a href="#">Use weekly checklist</a>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	-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.	<a href="#">Please do not wait until the last minute to do your SAM assignments.</a> <a href="#">Murphy's Law: What can go wrong, will go wrong.</a>
	2. Download folders	<input type="checkbox"/>	-Download Word Module 2 folder from Watson's Website. Unzip & label folder, <i>CRN# firstname lastname Word Module 2</i> .  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.	
	3. Word – Module 2 Editing and Formatting Documents	<input type="checkbox"/> <input type="checkbox"/>	-FYI: Additional online help from Microsoft: <a href="#">Microsoft Training for Word</a>  -In SAM, there is an ebook, <i>Illustrated Collection Microsoft Office 365 &amp; Office 2019</i> . If needed, use the ebook in SAM for Word Module 2 chapter for detailed Word instruction to help with the Word project below.	<input type="checkbox"/> <a href="#">Submit Word Module 2 folder by dragging into shared Google Drive folder, "Drag Folders Here"</a> Thursday, May 15, 11:59pm. <input type="checkbox"/> All SAM assignments for Word Module 2 due Thursday, May 15, 11:59pm.
	4. SAM Training	<input type="checkbox"/>	-SAM Training for Word Module 2 – Complete the SAM training assignment before attempting the SAM project assignment.	
	5. SAM Project	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	-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.	
	6. SAM Practice Exam for MS Word	<input type="checkbox"/>	- SAM Word Module 2 practice exam is not required but strongly recommended. Practice exams are available for 49 tries.	
	7. SAM 'Real' Exam for MS Word	<input type="checkbox"/>	-SAM REAL Exam for Word Module 2. Unlike practice exams, you get only one try on 'real' exams.	

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