| Date | Topic | ✔ | Assignments | Due Dates |
|------|-------|---|-------------|-----------|
| **Week 15 Part 2 begins Friday, May 23.** | **1. Use weekly checklist**<br><br><br>**2. Download folders**<br><br><br><br><br><br><br><br>**3. PPTX Module 3: Inserting Objects in Presentations**<br><br>**4. SAM Training**<br><br>**5. SAM Project**<br><br><br><br><br>**6. SAM Practice Exams**<br><br>**7. SAM Real Exam**<br><br><br>**Cont'd next page…** | ☐<br>☐<br><br>☐<br><br><br>☐<br><br><br><br><br><br>☐<br><br><br>☐<br><br><br>☐<br><br><br>☐<br>☐<br>☐<br><br>☐<br><br>☐ | -Use checklist to keep track of your completed assignments.<br>-Always do assignments in the order listed below.<br><br>-If you run into problems, post your questions on the blog.<br><br>-Download PPTX Module 3 folder from Watson's Website. Unzip & label folder, *CRN# firstname lastname PPTX Module 3*.<br><br>NOTE: There is an ebook in SAM with chapter material for PPTX lessons. The SAM Training, Projects, and Exams are related to the chapters in the ebook.<br><br>-FYI: Additional online help from Microsoft as needed:  Microsoft Training for PPTX .<br><br>-In SAM, there is an ebook, Illustrated Collection Microsoft Office 365 & Office 2019. If needed, use the ebook for PPTX Module 3 chapter for detailed PPTX instruction to help with the PPTX project below.<br><br>-SAM Training for PPTX Module 3 – Complete the SAM training assignment before attempting the SAM project assignment.<br><br>-SAM Project for PPTX Module 3. Download instruction file, start file, and any supplemental files if applicable.<br>-Follow downloaded instructions to complete the project.<br>-Upload finished project to SAM for grading.<br>-Save project file in PPTX Module 3 folder.<br><br>-SAM PPTX Module 3 practice exam is not required but strongly recommended.<br><br>-SAM Real Exam for PPTX Module 3. 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.**<br><br>☐ **Submit PPTX Module 3 folder by dragging into shared Google Drive folder, "Drag Folders Here" by Monday, May 26, 11:59pm.**<br>☐ **All SAM assignments for PPTX due Monday, May 26, 11:59pm.**<br>☐ **SLO Assessment in SAM due by Monday, May 26, 11:59pm. THIS IS A REQUIRED EXAM.** |

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

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| **8. SAM SLO Assessment Exam** | ☐ ☐ | **-Complete the CIS 111 SLO Exam in SAM. <u>THIS IS A GRADED EXAM</u>. It counts as part of your final grade. Your results on this exam will be averaged along with all other CIS 111 students for data and future planning for CIS 111 courses.**<br>**-SLO Exam may be retaken up to 10 times. Strive for 100%.** | ☐ **WordCloud assignment due Monday, May 26, 11:59pm.** |
| **9. FYI** | ☐ | **-WordClouds –  Wordclouds.com is a free online word cloud generator and tag cloud creator. Wordclouds.com works on your PC, Tablet or smartphone. Paste text, upload a document or open an URL to automatically generate a word- or tag cloud. Or enter individual words manually in the word list. Pick a shape, select colors and fonts and choose how to draw the words. Wordclouds.com can also generate clickable word clouds with links (image map). When you are satisfied with the result, save the image and share it online.** | |
| | ☐<br><br>☐<br>☐<br>☐ | **-Use the WordCloud Wizard to quickly create your own WordCloud for the topics we covered in CIS 111 Discovering Computers ebook. Include at least 12 topics. (Hint: Refer to Discovering Computers ebook table of contents for topics.)**<br>**-Save the Wordcloud as "Wordcloud.jpg" in PPTX Module 3 folder.**<br>**-Open a blank PPTX file and insert "Wordcloud.jpg" in a new slide.**<br>**-Save the PPTX file in PPTX Module 3 folder as "Wordcloud.pptx.".** | |
| **10. Blog & Gmail** | ☐<br><br>☐ | **-Check your personal email 3 to 4 times throughout the week.**<br><br>**-Read class blog 3 to 4 times throughout the week.** | |

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