



## CIS 110 ASSIGNMENT GUIDE

This guide provides details for the items on the Course Calendar under Course Information in Blackboard. Each heading in this document has a corresponding folder under Assignments in Blackboard. Adhere to the due dates/times on the Course Calendar, and use this guide for assignment details. Read the syllabus under Course Information (if you haven't already).

**IMPORTANT: Complete the Mandatory First Assignment under the Assignments button to unlock the rest of the assignments in the course.**

### Course Introduction

- **Course Orientation Videos:** Watch all of the Course Orientation videos in the YouTube playlist. Perform the steps. Take notes if necessary. Rewind and watch again if you don't fully understand something the first time. You will be tested on the contents of these videos.
- **Start Course Orientation Test:** Begin working on the Course Orientation test. Use the document provided in Blackboard for recording your answers. Save it to your flash drive or hard drive substituting your actual last name in place of YourLastName in the file name. Follow the instructions in the document, capturing FULL SCREEN screenshots with your MCC Inbox displayed in the background as requested. I posted the document I completed while setting up my computer to give you an idea of what is required. A properly functioning computer is super critical for online learning success. This is why we are requiring this Course Orientation test. If you are able to finish it, go ahead and submit it. Otherwise, you can finish it later.
- **Syllabus Quiz (Counts as test grade):** Read the syllabus carefully. Complete the Syllabus Quiz in Blackboard to show your comprehension of syllabus requirements. You are bound by all policies in the syllabus as you would be a contract.
- **Intro Post:** Post an introduction to your classmates. Be sure to post only information you are comfortable sharing. Items to include might be why you are taking this course, what degree or certificate you are working on, what online courses you have taken in the past or are taking this semester. Click the Insert/Edit Image icon if you'd like to attach a photo. If you don't see that icon, click the Show More icon on the right side of the forum toolbar.

- **Finish Course Orientation Test:** If you haven't already completed the Course Orientation test, please complete it, and submit it to the instructor as specified in the instructions on the test document. **This counts as 10% of your final average. Do well on it!!**

## Tests

- **CTest 1:** Concepts Test for Introducing Today's Technologies and Connecting and Communicating Online Modules - Select the best answer for each question. If you have connectivity issues, try opening the test again. It should allow you to save and resume later. Please remember this for all future tests in this course.
- **CTest 2:** Concepts Test for Office 2016 and Windows 10 Module - Select the best answer for each question.
- **CTest 3:** Concepts Test for Word Modules 1, 2, and 3 - Select the best answer for each question.
- **LTest 1:** It's highly recommended that you review the Word Module 2 video in the Notes folder of the data files before attempting this test. Lab Test for Word - Complete In the Lab 2 on pages WD118 - WD120. Failure to use features on the REFERENCES tab for sources and citations will result in an automatic 0 on this assignment. For Step 1, use your first and last name at the top of the paper and your last name in the header. Use the course information given in the textbook (Figure 2-83a on page WD119). For Step 2, you can copy and paste the body of the paper to save time. Body text for the paper is available in the CIS110\Word\Module 02\text folder in your data files. Capitalize the A in Against in the Tanaka source. If they abbreviate the months of the sources, you also need to use abbreviations when entering them. Enter your first and last name in the Author property (File tab, Info). Skip Step 6. Double check your work by the grade sheet provided under Course Information. Save and close the file. Upload it in the appropriate area of Blackboard. **This counts as 10% of your final average. Do well on it!!**
- **CTest 4:** Concepts Test for PowerPoint Modules 1, 2, and 3 - Select the best answer for each question.
- **LTest 2:** It's highly recommended that you review the PowerPoint Module 2 video in the Notes folder of the data files before attempting this test. Lab Test for PowerPoint - Complete In the Lab 2 on pages PPT115 - PPT119. For Step 1, the template may be named Rainbow Themed Presentation if you're using Office 365; it's in Themes folder of data files. After completing Step 2, verify that your slide layouts match the ones given on the grade sheet. To do this, right click the thumbnail of the slide on the left, move over to Layout, and check the layout applied to the slide. Change it if necessary. At Step 5, there is a typographical error in the book. "Fill - White, Outline - Accent 1, Shadow" should be "Fill - White, Outline - Accent 5, Shadow". Also, at Step 5, increasing the font size to 72 may cause the title to be too large. Resize it to match Figure 2-82a (Slide 1). Skip Step 6. Enter your first and last name in the Author property (File tab, Info). Since they have you start from a template, you may have to click "Allow this information to be saved in your file" under Inspect Presentation on the left to get the Author property to update properly. Skip Step 18. Double check your work by the grade sheet provided under Course Information. Save and close the file. Upload it in the appropriate area of Blackboard. **This counts as 10% of your final average. Do well on it!!**

- **CTest 5:** Concepts Test for Excel Modules 1 and 2 - Select the best answer for each question.
- **LTest 3:** It's highly recommended that you review the Excel Module 2 video in the Notes folder of the data files before attempting this test. Lab Test for Excel - Complete In the Lab 2 on pages EX110 - EX112. For Step 4, you can save some time by copying and pasting the values from the excel\_values file in the data files for this course. For Step 14, enter your Name in the left header, course in the center header, and the date in the right header. Insert the date using a button on the Ribbon. Enter your first and last name in the Author property (File tab, Info). Stop after changing to landscape orientation in Step 15. Do not print anything. Save after Step 15. Skip Steps 16 and 18. Double check your work by the grade sheet provided under Course Information. Save and close the file. Upload it in the appropriate area of Blackboard. **This counts as 10% of your final average. Do well on it!!**

## Reflection Posts

- **Reflection Post 1:** Now that approximately 33% of this course is complete, we would like for you to post your thoughts about the course and how you are progressing. If you've had any difficulty with online learning, let us know. Perhaps your peers and I can offer suggestions to help. Please share your experiences and comment on at least one other student's experiences. We do this verbally in seated classes, but it can be a little more challenging to interact in online courses. Other items to consider sharing are: What device do you use most often for this course – laptop, desktop, tablet, or something else? If you use any helpful websites for studying and learning, please share those as well (even if they are for courses other than this one). You'll receive a participation grade for this.
- **Reflection Post 2:** If you shared any difficulties in Reflection Post 1, have those issues been resolved? Will you take online classes in the future? Do you prefer seated or online courses? Why? If you have suggestions for improvement for this online course, please post them. You'll receive a participation grade for this.
- **Reflection Post 3:** How will you apply what you've learned in this course - in your personal life, in your classes, on the job? Or, perhaps you already have applied something you've learned. Please share your experiences with the class. I have gotten great ideas from share sessions like this with my peers, and I hope that you too will enjoy creating this post and learning from each other. Feel free to post a screenshot of your application as long as it's not a test or something confidential. You'll receive a participation grade for this.

## Module 1: Introducing Today's Technologies: Computers, Devices, and the Web

- **ITT Module:** Read pages 1 - 43 in Module 1: Introducing Today's Technologies: Computers, Devices, and the Web. This is at the beginning of the textbook. Make an outline of the headings in the module. Fill in the outline with notes as you read. Always include the boldface key terms in your notes. Summarize other important information with short phrases.

You can use these notes for studying and as an aid when you complete the test. You may want to divide up the module with some classmates, and share your notes with each other.

- **ITT Practice Test:** Select the best answer for each question. Use your notes and book to ensure that you get all of the answers correct. You get two attempts, and the higher of the two scores will be recorded in the Blackboard gradebook. If your Internet connection drops while you are completing the test, you should be able to open it again, and resume where you left off. Please keep this in mind for all future practice tests.

## Module 2: Connecting and Communicating Online: The Internet, Websites, Media

- **CCO Module:** Read pages 55 - 95 in Module 2: Connecting and Communicating Online: The Internet, Websites, and Media. This is near the beginning of the textbook. Create an outline with notes as you were advised to do for the ITT module. This is near the beginning of the textbook. Create an outline with notes as you were advised to do for the ITT module. There are some Khan Academy: Internet 101 videos in Blackboard that further explain this material.
- **CCO Practice Test:** Select the best answer for each question. See ITT Practice Test above for additional details about practice tests.
- **CCO Internet Basics Video:** Watch this video to learn some basics about navigating the Internet. This will help prepare you for the CCO Internet Basics lab assignment.
- **CCO More Evaluation Sites:** Check out the links to the extra sites about source evaluation posted in Blackboard. Refer to these when tasked with research papers in other courses. It is EXTREMELY important to select SCHOLARLY sources for all research papers and other formal assignments. Visit the MCC Library for assistance if you are unsure about sources. Most libraries have subscriptions to various online databases; you are much more likely to find credible sources in those databases than you are by conducting a regular, simple Google search. You will cover research and source evaluation in greater detail in your English courses, but I do want to mention it in this course to heighten your awareness of the credibility (or lack thereof) of sources available online.
- **CCO Internet Basics Lab:** Download the instructions and answer file in Blackboard for this lab assignment. I recommend printing the instructions and checking off the steps as you complete them. If necessary, review the Snipping Tool and how to paste screenshots into Word. This was covered in the Course Orientation Videos. Double check your work by the grade sheet under Course Information before uploading it in Blackboard. This is what will be used to grade your work. **DO NOT email this assignment to the instructor.**

## Office 2016 and Windows 10 Module: Essential Concepts and Skills

- **Start Office/Win Module:** Begin working through Office 2016 and Windows 10 Module: Essential Concepts and Skills. This module starts about one-third of the way through the textbook. Complete approximately half of the module (stopping on page OFF37). As you read, perform the red circle numbered steps on a Windows 10 computer. If you don't have

Windows 10, try to perform as many of the steps as possible using the version of Windows you have. From this point forward in the class, you must always ACTIVELY read by completing the steps in the modules. Instructors walk students through these steps in the seated classes, but online students must work through them on their own. It is also helpful for you to take notes (especially boldface terms). Then, you will have a condensed set of notes to review for the test instead of having to flip back through a 75 page module. As suggested for an earlier module, you may want to divide up the module with classmates, and share notes with each other.

- There is a quick video in the Notes folder of the data files to help you with file and folder creation. It is NOT to be used as a substitute for reading though.
- **NOTE:** On page OFF8, OneDrive is mentioned in the Consider This block. You are not required to use OneDrive for this course, but you can experiment with it if you'd like. Open portal.office.com in Firefox, sign in using the MCC email address and password you created for setting up Office 365, and click the OneDrive tile.
- **NOTE:** Starting on page OFF26, you can create the CIS 101 practice folders on your flash drive or the hard drive. It's up to you.
- **NOTE:** Completion of the OneDrive steps on pages OFF36 - OFF37 is optional. Again, use of OneDrive will not be required for this course.
- **Finish Office/Win Module:** Finish working through Office 2016 and Windows 10 Module: Essential Concepts and Skills (pages OFF38 - OFF75).
  - **NOTE:** Completion of the OneDrive activity on the bottom of OFF42 - OFF45 is optional.
  - **NOTE:** Depending on the setup of your computer, you may not see the Recent files in Backstage View as shown on page OFF53.
  - **NOTE:** Ignore the Consider This box at the bottom of page OFF75.
- **Office/Win Module Practice Test:** Select the best answer for each question. You get two attempts.
- **Office/Win Lab:** Complete In the Lab 2 on pages OFF79 - OFF80. Create your folders on a flash drive if using a computer on the MCC campus. If you are using a computer outside of MCC, it's up to you where you create the folders. Pay attention to spelling and capitalization. Use default file names when saving documents except for the Excel sheet. Its default is Book1, so *Financial Spreadsheet* would be a better, more descriptive file name. Skip steps 9 and 11. Save and close any files that may still be open. Double check your work by the grade sheet provided under Course Information. For Step 10, zip the Microsoft Office 2016 folder. How to do this was taught in the Course Orientation videos. Name the zipped folder **LastName\_OffWinLab2**. Upload the zipped folder in the appropriate area of Blackboard.

## Word Module 1: Creating, Formatting, Editing a Word Document with Picture

- **Word Module 1:** Work through Word Module 1: Creating, Formatting, and Editing a Word Document with a Picture (pages WD1-WD47) to create the **Surf Flyer**. The red circle numbered steps and screenshots will guide you through creation of the flyer. Instructors walk students through these steps in the seated classes, but online students must work through

them on their own. It is recommended that you break the module into sections, and work on a few pages each day. This is what we do in the seated class. It is also helpful for you to take notes (especially boldface terms). Use the notes to review the material each day. You may want to divide up the module with classmates, and share notes with each other. Use the data files you set up during Week 1 when asked to insert the picture.

- There is a quick lecture video of this module in the Notes folder of the data files. It is NOT to be used as a substitute for reading though.
- To avoid losing 50 points on the lab assignment, you will be required to upload this file in Blackboard when you submit the lab assignment (even if the lab assignment is in a different week on the Course Calendar). Wait until you are ready to upload the lab because you only get one attempt to upload BOTH files.
- **Word Module 1 Practice Test:** Select the best answer for each question. You get two attempts.
- **Word Module 1 Lab:** Complete In the Lab 2 on pages WD54 - WD56 to create **Lab 1-2 Spring Break Flyer**. Step 5 appears to have a typographical error. "Fill - Dark Purple, Accent 1, Outline - Background 1, Hard Shadow - Accent 1 text effect" should be "Fill: Dark Purple, Accent color 5; Outline: White, Background color 1; Hard Shadow: Dark Purple, Accent color 5". At Step 17, change Gingham to your last name. Go to File tab, Info on left to insert your first and last name in the Author property. You'll do this for all files from this point forward in this class. Skip Step 19. Double check your work by the grade sheet provided under Course Information. Save and close the file. Upload the file in the appropriate area of Blackboard.

## Word Module 2: Creating a Research Paper with References and Sources

- **Word Module 2:** Work through Word Module 2: Creating a Research Paper with References and Sources (pages WD57 - WD111) to create the **Headphones and Earbuds Paper**. The red circle numbered steps and screenshots will guide you through creation of the paper. Instructors walk students through these steps in the seated classes, but online students must work through them on their own. It is recommended that you break the module into sections, and work on a few pages each day. This is what we do in the seated class. It is also helpful for you to take notes (especially boldface terms). Use the notes to review the material each day. You may want to divide up the module with classmates, and share notes with each other.
  - There is a quick lecture video of this module in the Notes folder of the data files. It is NOT to be used as a substitute for reading though.
  - To avoid losing 50 points on the lab assignment, you will be required to upload this file in Blackboard when you submit the lab assignment (even if the lab assignment is in a different week on the Course Calendar). Wait until you are ready to upload the lab because you only get one attempt to upload BOTH files.
- **Word Module 2 Practice Test:** Select the best answer for each question. You get two attempts.
- **Word Module 2 Lab:** Complete In the Lab 1 on pages WD116 - WD118 to create **Lab 2-1 Wearable Devices Paper**. Failure to use features on the REFERENCES tab for sources and citations will result in an automatic 0 on this assignment. For Step 6, use YOUR last name in



the header. For Step 7, use your first and last name. Use the course information in the textbook (Figure 2-82a on page 117). For Step 9, you can copy and paste the body of the paper to save time. Body text for the paper is available in the CIS110\Word\Module 02\text folder in your data files. See information below about the sources. Enter your first and last name in the Author property (File tab, Info). Skip Step 13. Double check your work by the grade sheet provided under Course Information. Save and close the file. Upload the file in the appropriate area of Blackboard.

- ARTICLE IN A PERIODICAL - Check "show all bibliography fields."
  - Two authors: Calvin J. Carter and Karl Hans Schmidt (Use the Edit button for entering multiple names.)
  - Title: Smartwatch Review
  - Periodical Title: Technology Trends
  - Year: 2017
  - Month: Aug.
  - Pages: n. pag.
  - Medium: Web
  - Year Accessed: 2017
  - Month Accessed: October
  - Day Accessed: 12
- BOOK
  - Author: Anastasia Maria Pappas
  - Title: Activity Trackers and Other Wearable Devices
  - Year: 2017
  - City: Dallas
  - Publisher: Western Star Publishing
  - Medium: Print
- WEB SITE - Check "show all bibliography fields."
  - Author: Nina Tamaya Yazzie
  - Name of Web Page: Evaluating Today's Smart Glasses
  - Year: 2017
  - Month: Aug.
  - Day: 25
  - Year Accessed: 2017
  - Month Accessed: Sept.
  - Day Accessed: 25
  - Production Company: Course Technology
  - Medium: Web

### Word Module 3: Creating a Business Letter with a Letterhead and Table

- **Word Module 3:** Work through Word Module 3: Creating a Business Letter with a Letterhead and Table (pages WD121 - WD173) to create **Apple Park Letterhead** and **Lee Vendor Letter**. Use tips given for previous modules about completing red circle numbered steps and taking

notes. They give you information in the Q & A block at the top of page WD133 about getting the exact apple image they used.

- There is a quick lecture video of this module in the Notes folder of the data files. It is NOT to be used as a substitute for reading though.
- To avoid losing 50 points on the lab assignment, you will be required to upload this file in Blackboard when you submit the lab assignment (even if the lab assignment is in a different week on the Course Calendar). Wait until you are ready to upload the lab because you only get one attempt to upload BOTH files.
- **Word Module 3 Practice Test:** Select the best answer for each question. You get two attempts.
- **Word Module 3 Lab:** Complete In the Lab 2 on pages WD180 - WD182 to create **Lab 3-2 Confirmation Letter**. For Step 1, click Browse for Themes at the bottom of the Themes button if Berlin is not a choice on your computer. Look in the Themes folder of the data files for this course. For Step 2b, use the rose picture in the data files. At Step 2c, don't forget to apply the font formats to the contact info (see Figure 3-81). Skip Steps 2d, 3c, 4, and 5. For Step 3d, replace Jerome Green's name and first portion of his email address with YOUR information (e.g., John Doe and jdoe). Double check your work by the grade sheet provided under Course Information. Save and close the file. Upload the file in the appropriate area of Blackboard.

## PowerPoint Module 1: Creating and Editing a Presentation with Pictures

- **PowerPoint Module 1:** Work through PowerPoint Module 1: Creating and Editing a Presentation with Pictures (pages PPT1 - PPT48) to create the **Tall Oaks** presentation. Use previous tips given about completing red circle numbered steps and taking notes.
  - There is a quick lecture video of this module in the Notes folder of the data files. It is NOT to be used as a substitute for reading though.
  - To avoid losing 50 points on the lab assignment, you will be required to upload this file in Blackboard when you submit the lab assignment. Wait until you are ready to upload the lab because you only get one attempt to upload BOTH files.
- **PowerPoint Module 1 Practice Test:** Select the best answer for each question. You get two attempts.
- **PowerPoint Module 1 Lab:** Complete In the Lab 1 on pages PPT52 - PPT53 to create the **Lab 1-1 Bake** file. If you don't see the Retrospect theme on the Recent Screen, search for it. For Step 4, replace Anytown, USA with Troy, NC 27371. Enter your first and last name in the Author property (File tab, Info). Skip Step 11. Double check your work by the grade sheet provided under Course Information. Save and close the file. Upload the file in the appropriate area of Blackboard.

## PowerPoint Module 2: Enhancing a Presentation with Pics, Shapes, and WordArt



- **PowerPoint Module 2:** Work through PowerPoint Module 2: Enhancing a Presentation with Pics, Shapes, and WordArt (pages PPT57 - PPT103) to create the **Basketball Camp** presentation. Use previous tips given about completing red circle numbered steps and taking notes.
  - There is a quick lecture video of this module in the Notes folder of the data files. It is NOT to be used as a substitute for reading though.
  - To avoid losing 50 points on the lab assignment, you will be required to upload this file in Blackboard when you submit the lab assignment (even if the lab assignment is in a different week on the Course Calendar). Wait until you are ready to upload the lab because you only get one attempt to upload BOTH files.
- **PowerPoint Module 2 Practice Test:** Select the best answer for each question. You get two attempts.
- **PowerPoint Module 2 Lab:** Complete In the Lab 1 on pages PPT111 - PPT115 to create **Lab 2-1 Pluto Up Close**. For Step 1, use the Celestial theme with the dark purple background at top. It's available in the course data files (Themes button → Browse for Themes at bottom → navigate to Themes folder of data files). At Step 3, you may see "Perspective: Turned Left, Tilted Up" as a choice instead of "Perspective Heroic Extreme Left". They are equivalent to each other. Enter your first and last name in the Author property (File tab, Info). Skip Steps 17, 20, and 22. Double check your work by the grade sheet provided under Course Information. Save and close the file. Upload the file in the appropriate area of Blackboard.

## PowerPoint Module 3: Reusing a Presentation and Adding Media and Animation

- **PowerPoint Module 3:** Work through PowerPoint Module 3: Reusing a Presentation and Adding Media and Animation (pages PPT121 - PPT163) to create the **Spokes Bike Club** presentation. Use previous tips given about completing red circle numbered steps and taking notes.
  - There is a quick lecture video of this module in the Notes folder of the data files. It is NOT to be used as a substitute for reading though.
  - You won't have to upload this file in Blackboard because it is too large. However, you still need to complete it. The instructor reserves the right to request that you email it to him/her if your score poorly on the lab assignment. If you are requested to send it and do not, then you will lose 50 points on the lab assignment.
- **PowerPoint Module 3 Practice Test:** Select the best answer for each question. You get two attempts.
- **PowerPoint Module 3 Lab:** Complete In the Lab 1 on pages PPT170 - PPT173 to create **Lab 3-1 Visiting Yellowstone**. Enter your first and last name in the Author property (File tab, Info). Skip Steps 11 and 14. Double check your work by the grade sheet provided under Course Information. Compress the media in the file (File tab → Info → Compress Media → Low Quality). It may take a few moments to compress. Save and close the file. Upload the file in the appropriate area of Blackboard. **This file could take 10 minutes or longer to upload because of the embedded media files.** Please do not wait until the last few minutes of the week to submit it. It will be marked late if it has not finished uploading by the due time.

## Excel Module 1: Creating a Worksheet and a Chart

- **Excel Module 1:** Work through Excel Module 1: Creating a Worksheet and a Chart (pages EX1 - EX49) to create the **Linda Fox Budget** workbook. Use previous tips given about completing red circle numbered steps and taking notes.
  - There is a quick lecture video of this module in the Notes folder of the data files. It is NOT to be used as a substitute for reading though.
  - To avoid losing 50 points on the lab assignment, you will be required to upload this file in Blackboard when you submit the lab assignment (even if the lab assignment is in a different week on the Course Calendar). Wait until you are ready to upload the lab because you only get one attempt to upload BOTH files.
- **Excel Module 1 Practice Test:** Select the best answer for each question. You get two attempts.
- **Excel Module 1 Lab:** Complete In the Lab 1 on pages EX53 - EX54 to create **Lab 1-1 Katie's Kicks**. For Step 1, you can save some time by copying and pasting the values for A4:F10. You will paste empty cells in Column F and Row 10 except for the word "Total". These values are available in the excel\_values file in the Excel data files for this course. Skip Step 9. Enter your first and last name in the Author property (File tab, Info). Enter the answer to Step 12 in cell A12. Answer using a complete sentence with proper grammar, capitalization, and punctuation. Save the workbook again after completing Step 12. Double check your work by the grade sheet provided under Course Information. Save and close the file. Upload the file in the appropriate area of Blackboard.

## Excel Module 2: Formulas, Functions, and Formatting

- **Excel Module 2:** Work through Excel Module 2: Formulas, Functions, and Formatting (pages EX57 - EX105) to create the **Olivia's Art Supply Salary Report** workbook. Use previous tips given about completing red circle numbered steps and taking notes.
  - There is a quick lecture video of this module in the Notes folder of the data files. It is NOT to be used as a substitute for reading though.
  - To avoid losing 50 points on the lab assignment, you will be required to upload this file in Blackboard when you submit the lab assignment. Wait until you are ready to upload the lab because you only get one attempt to upload BOTH files.
- **Excel Module 2 Practice Test:** Select the best answer for each question. You get two attempts.
- **Excel Module 2 Lab:** Complete In the Lab 1 on pages EX109 - EX110 to create **Lab 2-1 Aylin Insurance Premium Analysis**. For Step 4, you can save some time by copying and pasting the values for A4:C12. These values are available in the excel\_values file in the Excel data files for this course. There's an error in Step 10; "Loan Balance" should be "Premium Analysis". For Step 11, enter your Name in the left header, course in the center header, and the date in the right header. Insert the date using a button on the Ribbon. Enter your first and last name in the Author property (File tab, Info). Skip Step 13. Double check your work by the grade sheet provided under Course Information. Upload the file in the appropriate area of Blackboard.