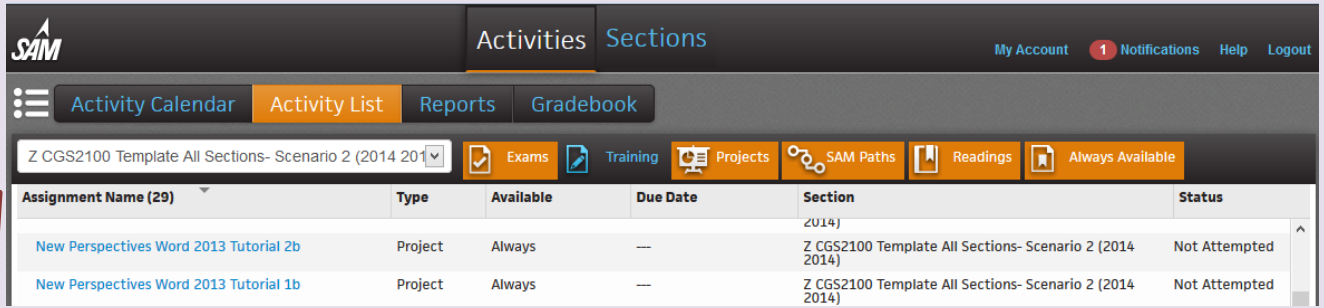


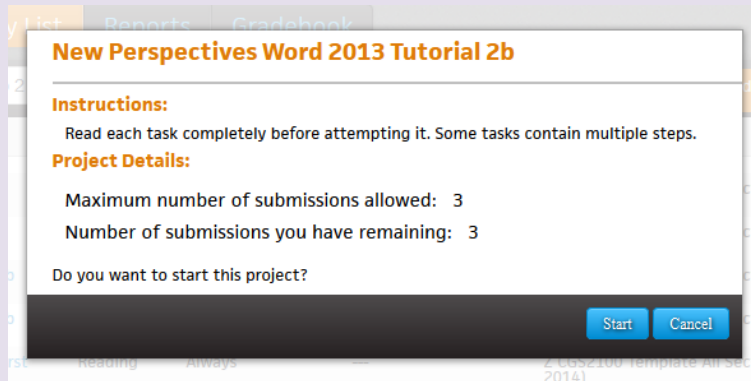
Instructions for accessing the case/lab projects for either CGS2100 or CGS1060

Step 1 - Locate the desired lab (see figure below) and click on it.



The screenshot shows the SAM interface with the 'Activity List' tab selected. A red arrow points to the assignment 'New Perspectives Word 2013 Tutorial 2b' in the table below.

Assignment Name (29)	Type	Available	Due Date	Section	Status
New Perspectives Word 2013 Tutorial 2b	Project	Always	---	Z CGS2100 Template All Sections- Scenario 2 (2014 2014)	Not Attempted
New Perspectives Word 2013 Tutorial 1b	Project	Always	---	Z CGS2100 Template All Sections- Scenario 2 (2014 2014)	Not Attempted



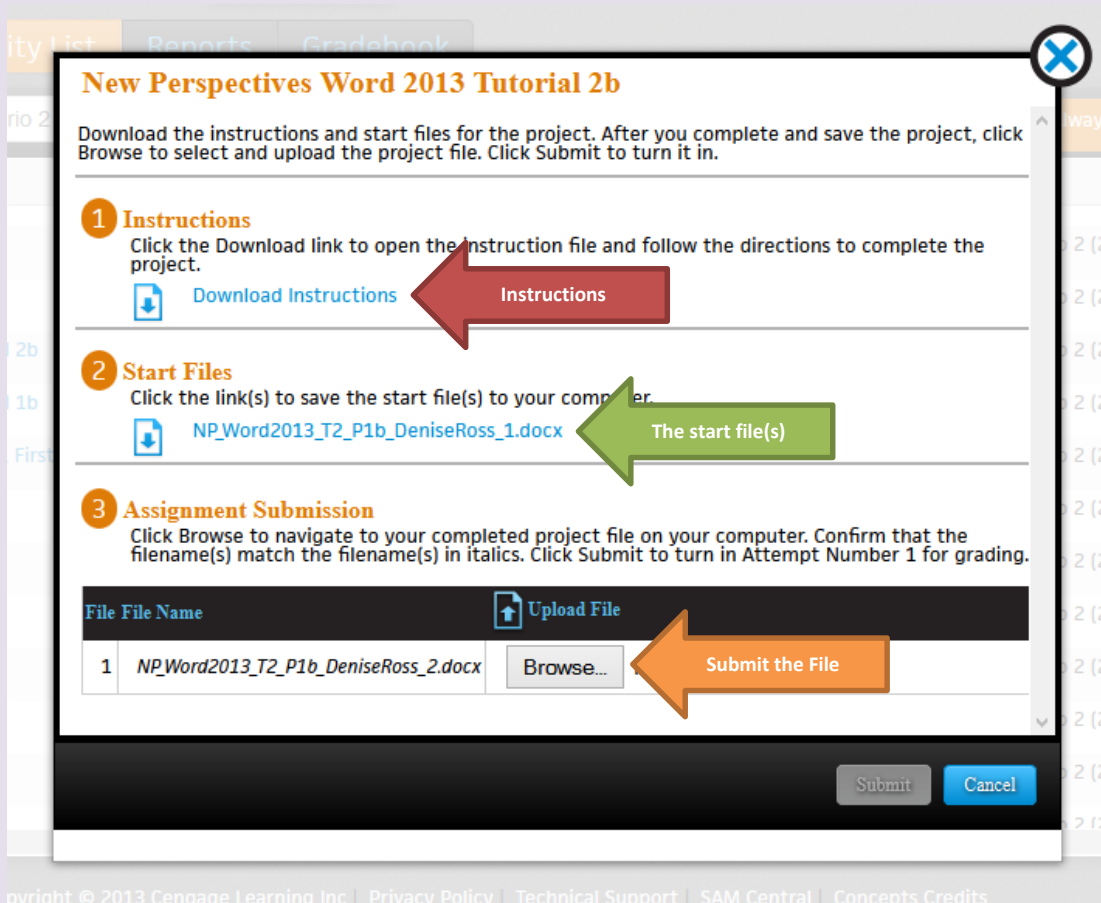
New Perspectives Word 2013 Tutorial 2b

Instructions:
Read each task completely before attempting it. Some tasks contain multiple steps.

Project Details:
Maximum number of submissions allowed: 3
Number of submissions you have remaining: 3

Do you want to start this project?

Start Cancel



New Perspectives Word 2013 Tutorial 2b

Download the instructions and start files for the project. After you complete and save the project, click Browse to select and upload the project file. Click Submit to turn it in.

- 1 Instructions**
Click the Download link to open the instruction file and follow the directions to complete the project.
[Download Instructions](#) ← Instructions
- 2 Start Files**
Click the link(s) to save the start file(s) to your computer.
[NP_Word2013_T2_P1b_DeniseRoss_1.docx](#) ← The start file(s)
- 3 Assignment Submission**
Click Browse to navigate to your completed project file on your computer. Confirm that the filename(s) match the filename(s) in italics. Click Submit to turn in Attempt Number 1 for grading.

File	File Name	Upload File
1	<i>NP_Word2013_T2_P1b_DeniseRoss_2.docx</i>	Browse... ← Submit the File

Submit Cancel

Step 2 - download the instruction file and the start files. The start file will include your name. Do **not** change the filename. The first step in the instruction file will be to change only the **number 1 to a number 2 in the filename**. Follow the steps in the instruction file and modify the start file. When you are done, submit the file back to SAM under Grade Submission.