

Word 2019 In Practice - Ch 1 Independent Project 1-6

COURSE NAME Rahmlow\_2022\_Summer\_CIS155 | ONL01

Class ends at 08/19/2022 11:59 PM

**Start Date:**07/06/2212:00 AMUS/Eastern **Due Date:**07/12/2211:59 PMUS/Eastern **End Date:**07/12/2211:59 PMUS/Eastern

Project Best Practices

Before starting your project, please read the **Best Practices** guide to improve your experience. You may also print the guide for future reference.

I acknowledge that I have read the Best Practices guide.

SIMNET® PROJECT BEST PRACTICES

- **Always** use the project instructions provided **online** and follow them in order.
- **Always** begin a project with the **Start** file; **do not** start using a file that you created yourself.
- **Always** use a **single space** after punctuation at the end of sentences; **do not** use two spaces.
- **Do not** open your start file with Office Online unless it is specifically required in the instructions.
- **Do not** copy and paste any part of the project unless specified in the instructions.
- **Do not** switch between Windows and Mac computers while completing your project.

Determine Your Version of Microsoft Office

Different versions of Microsoft Office have different features, menu options, themes and styles. Use the correct version of the MS Office software to complete your project. Microsoft Office 365/2019 projects must be completed using Microsoft Office 365 or Microsoft Office 2019.

To complete a project:

STEP 1: DOWNLOAD THE PROJECT FILES AND FOLLOW THE INSTRUCTIONS

Download the files needed to complete your project assignment.

Method One

Download the *REQUIRED* project files using the links in the *1. Download* section. Click the **Start File** link to download the additional files you will need to complete your project. If the **Resources** link does not appear, your project does not require additional resources.

Method Two

To download the *REQUIRED* project files using the *Download Wizard*, click the **File Download Wizard** link in the *1. Download* section. When the *Download Wizard* opens, the project start file will download automatically to the *downloads* folder on your computer. Click the **Download Resource Bundle** button for resources. When done, click the **CLOSE** button to close the **Download Wizard**.

Your start file will be automatically renamed to include your name. *Do all your work in this file and only this file!* Open your downloaded start file.

After opening your start file, view the project instructions on screen by selecting the **View: Instructions** button.

**VIEW:**

Instructions Previous Attempts

Figure 1: View instructions button

Project instructions may differ between Office for Windows and Office for Mac. In this case you will see **Windows/Mac** switch in the instructions. By default, the selection matches your type of computer. Many projects don't have instruction differences between Office for Windows and Office for Mac. In

Windows Mac

Figure 2: Windows/Mac Switch

this case you will see the message "These instructions are compatible with both Microsoft Windows and Mac operating systems."

Follow each instruction using the instructions online. Use any *Resources* as instructed to complete the project. After you complete each step, click the check box next to it to track your progress. The next unfinished step in the project will be highlighted yellow. If you would like to clear all of the check marks to start again, click the **Reset Progress** button.



Figure 3: Reset Progress button

The instructions may be printed by clicking on the printer icon. You may print to PDF by selecting the print to PDF option in the print dialog. The method and availability of the print to PDF option differs based on the operating system version.



Figure 4: Print button

Review your previous submissions by clicking the **View: Previous attempts** button. Depending on what your instructor has made available to you, you can view your previous attempts to see where you lost any points to improve your score on the next submission.

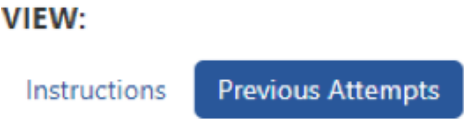


Figure 5: View previous attempts button

## STEP 2: UPLOAD & SAVE THE PROJECT

Once you have finished your project file, you need to upload & save it to SIMnet.

### Method One

Click the **Upload my file** button under *2. Upload* section. Select your file in the **File Explorer** and click **Open** to upload it.

### Method Two

Click and drag your file to the *2. Upload* section. Release the file in the yellow area.

In the **Submit Uploaded file?** dialog, click **No, I'm not ready**, to save your file to **SIMnet**. If you have uploaded a file previously, this new file will replace it. Once you've uploaded your file, you can download it again from the *SAVED FILE* link in the *3. Submit* section, by clicking the file name link.

## STEP 3: SUBMIT YOUR PROJECT FOR GRADING

Once you have uploaded your project file, the *Submit Uploaded File* wizard will also let you grade your file immediately by clicking **Yes, submit the file**. If you select **No, I'm not ready**. in step 3, click the **Grade my file** button to submit your project for grading.

Once the project is graded a **Project Results** page will open. You can filter the results by **Correct**, **Partial** or **Incorrect** answers.

## Downloading Files

To Download files from the project assignment page, click the links in the *REQUIRED* section under *1. Download*. Then follow the instructions for the browser that you are using.

If you're using **Chrome** browser

1. The file will be downloaded to your downloads folder automatically.
2. To open your file, you can click the **file name** that appears at the bottom of the browser window or click **Show all** button and select the file you want to open.

If you're using **Firefox** browser

1. Select Save File in the What should Firefox do with this file? section of the download window and click OK. The file will be saved to the Downloads folder on your computer.
2. In the Downloads window, double-click the file name to open it. Or click the Display the progress of ongoing downloads icon at the top-right of the browser window and click the file name to open it.

**NOTE:** If you select **Open with**, in the *What should Firefox do with this file?* section of the download window, the file will open in Read-only mode. Click the **Save As...** button in the warning bar and save the file to your computer.

If you're using **Safari** browser

1. The file will be downloaded to your downloads folder automatically.
2. Click the **Show Downloads** icon at the top right of the browser window and double-click the file name to open it.

If you're using **Edge** browser

1. Click the Save button in the *What do you want to do with* bar. The file will be saved to the Downloads folder on your computer.
2. Click **View downloads** button to open the downloads window.
3. In the View downloads window, click the file name to open it.

**NOTE:** If you select **Open** in the *What do you want to do with* bar, the file will open in Read-only mode. Click the **Save As...** button in the warning bar and save the file to your computer.

## Extracting Resources.zip Folders

1. From the project page, click the **Resources** link.
2. **Save** the zipped folder file by following the instructions for your browser as listed above.
3. For **Mac** users, double click the zipped folder to extract it, then double click the extracted folder to open it.
4. For **PC** users, right-click the zipped folder file you just saved and choose **Extract All...** from the menu.
5. In the **Extract Compressed (Zipped) Folders** window, click the **Browse** button and navigate to a new folder, if you want to save your extracted folder in a different place than suggested.

6. Click the **Extract** button to extract the folder.
7. Double click the extracted folder to open it.

## Canadian Users

SIMnet Projects allow users to enter dates in Canadian style. To function correctly, users must have both their browser and Microsoft Office set to use the **English (Canada)** language option. Canadian users may use either English (United States) or English (Canada) for their browser and Office language. However, both browser and Office must be the same to work properly.

### Setting your Browser Language Option

View the Settings menu on your browser of choice. View the Language Settings. These are typically under the Advanced options. If you do not see your language option of choice selected, click **Add Language** and select **English (Canada)**. Ensure that the language preference is listed first by using the three dot menu to change the order so that English (Canada) is first.

### Setting your Office Language Option

Microsoft Office uses the Language option set in your OS.

In Windows, go to the **Settings** menu and select **Time & Language**. Select **Language** and ensure that the desired language is displayed, **English (Canada)**.

In Mac OS, go to the **System Preferences** menu, click **Language & Region**. Select the desired region, **Canada**.

**For additional information click the  in the upper right corner of the SIMnet window to open the HELP-Projects menu.**