TOP TIPS FOR CIS110

Recommendations for a positive outcome:

❖ **Make** time management part of your plan for success in the class
  ▪ Assignments have many steps towards completion

❖ **Download** Office 365 to your computer rather than the online version
  ▪ Online version does not have all the features that are in the textbook
  ▪ Download office 365 free from MC3 portal

❖ **Organize Files** in the computer/OneDrive Account
  ▪ Create a separate folder named CIS110 on the desktop for your course work and store all your files there; your course files will be organized and located quickly

❖ **Create** a *SAM* account
  ▪ Increase understanding by doing pre-test, practice and post-test

❖ **Know** the parts of the application window/ribbon which will help while following instructions in the textbook
  ▪ Use your textbook. In the beginning of the module it shows the important parts of the ***Ribbon*** like *Tabs, Group* etc. and where they are located

❖ **Do** the tutorials and pay attention to details; it will improve your grade
  ▪ Read and understand the entire instructions first
  ▪ Take action

❖ **Connect** concepts/topics with tutorials while doing them

❖ **Answer** *Quick Check* questions at the end of each session

❖ **Utilize** tutoring early so that you can be successful in class and get the grade you want

  <u>*Note:*</u> Watching videos on *Microsoft Word* or *Excel* can be helpful but will not replace the information in the textbook.

  No matter what your major is, knowledge of MSOffice will be helpful in creating better documents, reports, charts or presentations for other courses or in your future workplace.

C. Lakhani, K. Mousley, A. Coyne