

Office 365 (v. 2021): In Practice—Project Types and Descriptions

Pause & Practice Project (*three to five per chapter*)

- These projects provide students practice after every two to three student learning outcomes within each chapter.
- These projects build on each other throughout the chapter and provide guided step-by-step instructions telling students what to do and how to do it.
- Screen shots guide students through the more challenging tasks.
- End-of-project screen shots provide a visual of the completed project.
- These projects are not auto graded in SIMnet.

Guided Projects (*three per chapter*)

- These projects provide guided step-by-step instructions telling students what to do and how to do it.
- Screen shots guide students through the more challenging tasks.
- End-of-project screen shots provide a visual of the completed project.
- One Guided Project per chapter is included in SIMnet as an auto graded project.

Independent Projects (*three per chapter*)

- These projects provide students further opportunities to practice and apply skills, instructing students what to do, but not how to do it.
- These projects allow students to apply previously learned content in a different context.
- End-of-project screen shots provide a visual of the completed project.
- Two Independent Projects per chapter are included in SIMnet as auto graded projects.

Advanced Project (*one per chapter*) – New to *Office 365 (v. 2021): In Practice*

- Similar to *Independent Projects* but instructions are even less prescriptive and more skills are covered.
- These projects instruct students what to do, but not how to do it.
- End-of-project screen shots provide a visual of the completed project.
- One *Advanced Project* per chapter is included in SIMnet as auto graded projects.

Challenge Projects (*three per chapter*)

- These projects are open-ended projects that encourage creativity and critical thinking by integrating Office concepts and features into relevant and engaging projects.
- These projects can have a wide variety of outcomes.
- These projects are not auto graded in SIMnet.