

TOP TIPS FOR CIS 110

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

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

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