### CIS 100 Week 3 Part 2 Checklist

**Office 2019 text SAM Exams, Projects, Training, & important info Hyperlinks Due dates Other info**

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| **Week** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 3 Part 2 begins Thurs., Sept. 12.**  **Week 3 Part 2 begins Thurs., Sept. 12.**  **Week 3 Part 2 begins Thurs., Sept. 12.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. SAM Practice Exam**  **3. SAM Real Exam (required)**  **4. Download module folders**  **5. Excel Module 1**  **Getting Started with Excel**  **6. Excel Module 2**  **Formatting a Worksheet**  **Cont’d next pg…**  **7. SAM Excel Trainings (required)**  **8. SAM Excel Projects (required)**  **9. Calculate your grade**  **10. Turn in folders** |  | **-Use weekly assignment checklist to check off completed work.**  **-Use the SAM Practice Exam for Word Module 3.**  **-Complete the SAM Real Exam for Word Module 3.**  **-Download the Excel folders from Watson’s Website for Excel Module 1 and Excel Module 2.**  **-Unzip the folders & label each with “*CRN# firstname lastname Excel Module 1” and “CRN# firstname lastname Excel Module 2”*.**  **-Delete the Excel zip files. You won’t need them any longer.**  **-Using the SAM Excel Module 1 Textbook Project file, read and complete the step-by-step instructions in Excel Module 1 chapter.**  **-Using the SAM Excel Module 2 Textbook Project file, read and complete the step-by-step instructions in Excel Module 2 chapter.**  **-Instructions in textbook will tell you when to save.**  **OR**  **Multitask between watching these videos and working in the SAM project start file. These videos teach you how to do the textbook projects.**  **Excel Module 1**  **-Part 1**  [**https://www.youtube.com/watch?v=W5YsWsax2Hk**](https://www.youtube.com/watch?v=W5YsWsax2Hk)  **-Part 2**  [**https://www.youtube.com/watch?v=w\_ly638MbG8**](https://www.youtube.com/watch?v=w_ly638MbG8)  **Excel Module 2**  **-Part 1**  [**https://www.youtube.com/watch?v=9Oww1IOzCJQ**](https://www.youtube.com/watch?v=9Oww1IOzCJQ)  **-Part 2**  [**https://www.youtube.com/watch?v=p72ijWP3miU**](https://www.youtube.com/watch?v=p72ijWP3miU)  **-Save Module 1 project in Excel Module 1 folder.**  **-Save Module 2 project in Module 2 folder.**  **-Upload completed project into SAM for grading.**  **-Look at grading report and fix original project file.**  **-Then reupload for grading again.**  **-SAM Trainings for Excel Module 1 and Module 2 – Read & follow instructions in SAM. Save time, just do ‘Apply’.**  **-SAM Excel Module 1 and Module 2 Projects – Read & follow instructions in SAM to download project instruction files and project start files.**  **-Upload start files back into SAM for grading.**  **-Save SAM Excel Module 1 project file in Excel Module 1 folder.**  **-Save SAM Excel Module 2 project file in Excel Module 2 folder.**  **-You are allowed 5 tries on projects so if your score is low, you may fix the problem(s) and re-upload for better scores.**  [**–**](http://watsonswebsite.com/Assignments_Handouts_Lectures/CIS_100_Handouts/CIS%20100%20grade%20spreadsheet%20revised.xlsx)[**Calculate your grade for 8-week CIS 100.**](http://watsonswebsite.com/Assignments_Handouts_Lectures/CIS_100_Handouts/CIS%20100%20grade%20spreadsheet%202nd%208%20weeks.xlsx)    **-Turn in folders EVERY WEEK in my shared Google Drive “Drag Folders Here”. Something is better than nothing.** | **SAM Word Module 3 REAL Exam due by Monday, Sept. 16, 11:59pm.**  **Make sure your Excel folders are** [**labeled**](https://www.youtube.com/watch?v=2cFSQO4gj38) **correctly.**  **SAM Excel Module 1 & 2 textbook projects due by Monday, Sept. 16, 11:59PM**  **Cont’d next page…**  **SAM Trainings due by Monday, Sept. 16, 11:59pm.**  **SAM Projects due by Monday, Sept. 16, 11:59pm.**  [**Drag Excel Module 1 and Module 2 folders into Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **“Drag Folders Here” folder by Monday, Sept. 16, 11:59pm.** |
|  | **11. Blog and email** |  | **Check** [**class blog**](http://www.blogger.com/) **several times a week. Ask questions, read answers/comments on the blog.**  **Check personal email several times a week.** |  |