CIS 100 Week 4 Part 1 Checklist

Office 2019 text

Exams, quizzes, important info

Hyperlinks

Due Dates

Comments

Date	Topic	✓	Assignments	Due Dates
Week 4 Part 1 Begins Monday, Sept. 16.	Use weekly checklist SAM Practice Excel Exams		-Use weekly assignment checklist to check off completed workProcedure is same as in previous weeks. -Use SAM Excel practice exams for Module 1 and Module 2 to prepare for the 'REAL' exams. Practice exams are not required but are helpful for determining technical problems on your computer BEFORE you attempt the REAL Exams.	☐ SAM REAL Exams for Excel Module 1 and Excel Module 2 due by Thursday, Sept. 19, 11:59pm.
	3. SAM Excel REAL EXAMS		-Complete the SAM REAL Exams for Excel Module 1 and Module 2. REAL Exams are required. You are only allowed 1 chance on REAL Exams.	
	4. Download folder		-Download Excel folder from Watson's Website Folders page for Excel Module 3Folder procedure is same as in previous weeks.	
	Office 2019 textbook 5. Excel Module 3 Analyzing Data & Using Formulas		-Using the SAM Excel Module 3 Textbook Project file, read and complete the step-by-step instructions in Excel Module 3 chapterInstructions 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 3 -Part 1 https://www.youtube.com/watch?v=6KSdhybe008 -Part 2	☐ SAM Excel Module 3 textbook
Week 4 Part 1 Begins Monday, Sept. 16.			https://www.youtube.com/watch?v=t3vXqjYB8Us -Save Module 3 textbook project in Excel Module 3 folderUpload completed project into SAM for gradingLook at graded report and fix original project fileThen reupload for grading again.	project due by Thursday, Sept. 19, 11:59pm.

Week 4 Part 1 Begins Monday, Sept. 16.	6. SAM Excel Training (required) 7. SAM Excel Project (required)	-SAM Training Excel Module 3 – Read & follow instructions in SAM. Save time, just do 'Apply'. -SAM Excel Module 3 Project – Read & follow instructions in SAM to download project instruction file and project start fileSave project file in Module 3 folder. -Upload start file back into SAM for grading. -You are allowed 5 tries on projects so if your score is low, you may fix the problem(s) and re-upload for a better score.	☐ SAM Training & Projects for Excel Module 3 are due on Thursday, Sept. 19, 11:59pm.
	***HONORS STUDENTS ONLY	This Training and Project are for HONORS STUDENTS ONLY: -Textbook Project - Module 6 - Mail Merge -Training for Mail Merge Lesson	☐ SAM Training & Projects for Excel Module 3 are due on Monday, Sept. 23, 11:59pm
	8. Turn in folder	-Turn in folder EVERY WEEK in my shared Google Drive "Drag Folders Here". Something is better than nothing.	Drag Excel Module 3 folder into Google Drive "Drag Folders Here" folder by Thursday, Sept. 19, 11:59pm.
	9. Blog and email	-Check <u>class blog</u> several times a week. Ask questions, read answers/comments on the blogCheck personal email several times a week.	