**CIS 100 Week 4 Part 2 Checklist**

**Office 2019 text Exams, quizzes, important info Hyperlinks Due Dates Comments**

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| **Date** | **Topic** | **✓** | **Assignments** | **Due Dates** |
| **Week 4**  **Part 2**  **begins**  **Thursday,**  **Sept. 19.**  **Week 4**  **Part 2**  **begins**  **Thursday,**  **Sept. 19.**  **Week 4**  **Part 2**  **begins**  **Thursday,**  **Sept. 19.**  **Week 4**  **Part 2**  **begins**  **Thursday,**  **Sept. 19.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. SAM Practice Excel Exam**  **3. SAM Excel REAL EXAM**  **4. Download folder**  **… Office 2019 textbook**  **5. Excel Module 4**  **Working with Charts**  **6. SAM Excel Training (required)**  **7. SAM Excel Project (required)**  **8. Download Integration folder**  **9. Integration Module 1: Integrating Word & Excel**  **10. SAM Integration Training (required)**  **11. SAM Practice Integration Exam**  **13. Turn in folders** |  | **-Use weekly assignment checklist to check off completed work.**  **-Use SAM Excel practice exam for Module 3 to prepare for the ‘REAL’ exam.**  **-Complete the SAM REAL Exam for Excel Module 3. REAL Exams are required. You are only allowed 1 chance on REAL Exams.**  **-Download Excel folder from Watson’s Website** [**Folders**](http://watsonswebsite.com/folders/Downloading%20the%20E-notebook%20CIS100.html) **page for Excel Module 4.**  **-Folder procedure is same as in previous weeks.**  **-Using the SAM Excel Module 4 Textbook Project file, read and complete the step-by-step instructions in Excel Module 4 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 4**  **-Part 1**  [**https://www.youtube.com/watch?v=SfFtsSpQZ\_o**](https://www.youtube.com/watch?v=SfFtsSpQZ_o)  **-Part 2**  [**https://www.youtube.com/watch?v=KMBemCLFH8E**](https://www.youtube.com/watch?v=KMBemCLFH8E)  **-Save Module 4 textbook project in Excel Module 4 folder.**  **-Upload completed project into SAM for grading.**  **-Look at graded report and fix original project file.**  **-Then reupload for grading again.**  **-SAM Training Excel Module 4 – Read & follow instructions in SAM. Save time, just do ‘Apply’.**  **-SAM Excel Module 4 Project – Read & follow instructions in SAM to download project instruction file and project start file.**  **-Save project file in Excel Module 4 folder.**  **-Upload start file back into SAM for grading.**  **-Download Integration folder from Watson’s Website** [**Folders**](http://watsonswebsite.com/folders/Downloading%20the%20E-notebook%20CIS100.html) **page for Integration Module 1.**  **-Folder procedure is same as previously instructed.**  **NOTE: Files for Integration lessons are in Integration folders.**  **-Read and complete the step-by-step instructions in Integration Module 1 chapter.**  **-Textbook instructions tell you which files to use in the Integration folder and when to save the files in the Integration Module 1 folder.**  **-**[**What should be in Integration Folders**](http://csjava.occ.cccd.edu/~watsonm/E_notebook/What%20should%20be%20in%20the%20Integration%20folders.pdf)  **-SAM Training for Integration Module 1.**  **NOTE: There are no SAM projects for Integration Module 1.**  **-Use the SAM Practice Exam for Integration Module 1.**  **-Turn in folders to my shared Google Drive “Drag Folders Here”. Something is better than nothing.** | **SAM REAL Exam for Excel Module 3 due by Monday,**  **Sept. 23, 11:59pm.**  **SAM Excel Module 4 textbook project due by Thursday,**  **Sept. 23, 11:59PM**  **SAM Training & Project due Monday, Sept. 23, by 11:59pm.**  **SAM Integration Module 1 textbook project files due by Monday,**  **Sept. 23, 11:59PM**  **SAM Integration Training due Monday, Sept. 23, by 11:59pm**  **SAM REAL Exam for Integration Module 1 is scheduled for next week.**  [**Drag Excel Module 4 and Integration Module 1 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. 23, 11:59pm.** |
|  | **14. Class** [**Email**](http://www.gmail.com) **&** [**Blog**](http://www.blogger.com) |  | **-Check** [**class blog**](http://www.blogger.com/) **several times a week.**  **-Check personal email several times a week.** |  |