

CIS 100 Week 4 Part 2 Checklist

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

Date	Topic	✓	Assignments	Due Dates
Week 4 Part 2 begins Thursday, Sept. 19.	1. Use weekly checklist	<input type="checkbox"/>	-Use weekly assignment checklist to check off completed work.	
	2. SAM Practice Excel Exam	<input type="checkbox"/>	-Use SAM Excel practice exam for Module 3 to prepare for the 'REAL' exam.	
	3. SAM Excel REAL EXAM	<input type="checkbox"/>	-Complete the SAM REAL Exam for Excel Module 3. REAL Exams are <u>required</u>. You are only allowed 1 chance on REAL Exams.	<input type="checkbox"/> SAM REAL Exam for Excel Module 3 due by Monday, Sept. 23, 11:59pm.
	4. Download folder	<input type="checkbox"/>	-Download Excel folder from Watson's Website Folders page for Excel Module 4.	
Week 4 Part 2 begins Thursday, Sept. 19.	... Office 2019 textbook 5. Excel Module 4 Working with Charts	<input type="checkbox"/>	-Folder procedure is same as in previous weeks.	
		<input type="checkbox"/>	-Using the SAM Excel Module 4 Textbook Project file, read and complete the step-by-step instructions in Excel Module 4 chapter.	
		<input type="checkbox"/>	-Instructions in textbook will tell you when to save.	
		<input type="checkbox"/>	OR Multitask between watching these videos and working in the SAM project start file. These videos teach you how to do the textbook projects. <u>Excel Module 4</u>	<input type="checkbox"/> SAM Excel Module 4 textbook project due by Thursday, Sept. 23, 11:59PM
		<input type="checkbox"/>	-Part 1 https://www.youtube.com/watch?v=SfFtsSpQZ_o	
		<input type="checkbox"/>	-Part 2 https://www.youtube.com/watch?v=KMBemCLFH8E	
		<input type="checkbox"/>	-Save Module 4 textbook project in Excel Module 4 folder.	
		<input type="checkbox"/>	-Upload completed project into SAM for grading.	
<input type="checkbox"/>	-Look at graded report and fix original project file.			
<input type="checkbox"/>	-Then reupload for grading again.			

<p>Week 4 Part 2 begins Thursday, Sept. 19.</p>	<p>6. SAM Excel Training (required)</p> <p>7. SAM Excel Project (required)</p> <p>8. Download Integration folder</p> <p>9. Integration Module 1: Integrating Word & Excel</p> <p>10. SAM Integration Training (required)</p> <p>11. SAM Practice Integration Exam</p> <p>13. Turn in folders</p>	<p><input type="checkbox"/> -SAM Training Excel Module 4 – Read & follow instructions in SAM. Save time, just do ‘Apply’.</p> <p><input type="checkbox"/> -SAM Excel Module 4 Project – Read & follow instructions in SAM to download project instruction file and project start file.</p> <p><input type="checkbox"/> -Save project file in Excel Module 4 folder.</p> <p><input type="checkbox"/> -Upload start file back into SAM for grading.</p> <p><input type="checkbox"/> -Download Integration folder from Watson’s Website Folders page for Integration Module 1.</p> <p><input type="checkbox"/> -Folder procedure is same as previously instructed.</p> <p>NOTE: Files for Integration lessons are in Integration folders.</p> <p><input type="checkbox"/> -Read and complete the step-by-step instructions in Integration Module 1 chapter.</p> <p><input type="checkbox"/> -Textbook instructions tell you which files to use in the Integration folder and when to save the files in the Integration Module 1 folder.</p> <p><input type="checkbox"/> -What should be in Integration Folders</p> <p><input type="checkbox"/> -SAM Training for Integration Module 1.</p> <p>NOTE: There are no SAM projects for Integration Module 1.</p> <p><input type="checkbox"/> -Use the SAM Practice Exam for Integration Module 1.</p> <p><input type="checkbox"/> -Turn in folders to my shared Google Drive “Drag Folders Here”. Something is better than nothing.</p>	<p><input type="checkbox"/> SAM Training & Project due Monday, Sept. 23, by 11:59pm.</p> <p><input type="checkbox"/> SAM Integration Module 1 textbook project files due by Monday, Sept. 23, 11:59PM</p> <p><input type="checkbox"/> SAM Integration Training due Monday, Sept. 23, by 11:59pm</p> <p><input type="checkbox"/> SAM REAL Exam for Integration Module 1 is scheduled for next week.</p> <p><input type="checkbox"/> Drag Excel Module 4 and Integration Module 1 folders into Google Drive “Drag Folders Here” folder by Monday, Sept. 23, 11:59pm.</p>
<p>Week 4 Part 2 begins Thursday, Sept. 19.</p>	<p>14. Class Email & Blog</p>	<p><input type="checkbox"/> -Check class blog several times a week.</p> <p><input type="checkbox"/> -Check personal email several times a week.</p>	