CIS 111 Week 4 Part 1 Assignment Checklist

Office 2019 text | SAM & important info | Hyperlinks | Due dates | Other info

Date	Topics	✓	Assignments	Due Dates
Week 4 Part 1 begins, Monday, Sept. 14.	1. Use weekly checklist 2. SAM Practice Exam Excel Module 1 3. SAM 'REAL' Exam Module 1 (required) 4. Watch video demos	☐ ☐ ☐ ☐	-Check Week 3 schedule for what is due in Week 4. -Use checklist to keep track of your completed assignments. -Use the SAM Practice Exam for Excel Module 1 BEFORE attempting the REAL exam. -SAM 'REAL' Exam for Excel Module 1 – Follow instructions in SAM. This is a 'REAL' exam. You only get one (1) try. Use practice exam first to become familiar with how SAM exams work. These videos will help you understand concepts covered in Module 2: -Flash Fill (Flash Fill is not available on Mac computers.) -Excel Functions -Intro to Formulas -Creating Complex Formulas -Apply Conditional Formatting -Modifying Columns, Rows, and Cells	☐ SAM Module 1 REAL Exam due Thursday, Sept. 17, 11:59pm.
	5. Download Excel Module 2 folder	☐ ☐ ☐ ☐	-Download Excel Module 2 folder from Watson's Website. -Use the "Folders" link on Watson's Website; then click on the CIS 111 link to display folders for downloading. -Unzip the downloaded folder and label it with '*CRN# firstname lastname Module 2*'. -Delete the zipped folder. You won't need it any longer.	☐ Label Module 2 folder per my labeling protocol.
Week 4 Part 1 begins, Monday, Sept. 14.	6. Excel 2019 text Mod. 2: Formulas, Functions, Formatting	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	-Login to SAM to download Module 2 textbook project, "Klapore Engineering.xlsx". -You must read the chapter for instructions. Otherwise you won't know what to do with the "Klapore Engineering…." Start file. -Use the SAM downloaded start file, "Klapore…", to complete the steps you read in Module 2 chapter in the ebook. OR -Watch this YouTube video for Module 2 textbook project. Work along in the project as you watch the video. Otherwise use the textbook written instructions to complete the project. -Module 2 https://www.youtube.com/watch?v=hnx6odIcbPI&t=3s -Save Klapore Engineering.xlsx in Module 2 folder. -Upload Klapore project file for grading in SAM. -SAM upload window will tell you the expected name for the file, which is different than the text instructions tell you. -After file is graded by SAM, look at "Klapore…" graded report. -Fix whatever may be wrong and resubmit in SAM for higher score. -You have 5 tries on projects. Only highest score counts.	☐ Module 2 textbook project due by Thursday, Sept. 17, 11:59pm. ☐ Drag Module 2 folder into shared Google Drive by Thursday, Sept. 17, 11:59pm.
	7. Blog & email	☐	-Check Blog and personal email several times a week.	