

CIS 111 Week 5 Part 1 Assignment Checklist

Office 2019 text		SAM & important info		Hyperlinks	Due dates	Other info
Date	Topics	✓	Assignments			Due Dates
Week 5, begins Monday, Sept. 21.	1. Use weekly checklist	☐	-Use checklist to keep track of your completed assignments.			☐ SAM REAL Exam for Excel Module 2 due by Thursday, Sept. 24, 11:59pm. (DON'T WAIT UNTIL LAST MINUTE.) ☐ Watch videos. ☐ Label Excel Module 3 folder. ☐ SAM textbook project for Module 3 due by Thursday, Sept. 24, 11:59pm.
	2. SAM Practice Exam Excel Module 2	☐	-Use the SAM Practice Exam for Excel Module 2 BEFORE attempting the REAL exam.			
	3. SAM 'REAL' Exam Module 2 (required)	☐	-SAM 'REAL' Exam for Excel Module 2 – 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. Even though these videos illustrate a former version of Excel, they still demonstrate how formulas and functions work in spreadsheet software.			
	4. Watch videos	☐	-Relative vs absolute cell referencing			
		☐	-Formulas and Functions			
		☐	-Names Cell Ranges and Functions			
	5. Download folder	☐	-Download, unzip, & label Module 3 Excel folder from Watson's Website, Folders page.			
		☐	-Login to SAM to download textbook project for Module 3.			
	6. Module 3: Working with Large Worksheets, Charting, and What-If Analysis (required)	☐	-This chapter will be about the Manola Department Stores business.			
		☐	-"Manola..." instructions are in the Module 3 chapter in the ebook.			
Week 5, begins Monday, Sept. 21.		☐	-Use the SAM project start file to complete steps in Module 3 chapter to create the Manola workbook.			
			OR			
			Multitask between watching the YouTube video and using the SAM Start file to complete the project.			
		☐	-Part 1 https://www.youtube.com/watch?v=x9d0W25dUUU			
		☐	-Part 2 begins with some general instruction and begins Manolo part 2 around the 5 minute mark: https://www.youtube.com/watch?v=AoyHFi8n19Q			
			NOTE: The video was recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by 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 the graded report.			
		☐	-Fix whatever may be wrong.			
		☐	-Resubmit in SAM for better score. You have 5 tries on projects. Only highest score counts.			
	7. Blog & email	☐	-Check Blog and personal email several times a week.			