### 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, Monday**  **Sept 16.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. SAM Practice Exam Excel**  **Module 1**  **3. SAM ‘REAL’ Exam Module 1 (required)**  **4. Watch video demos**  **5. Download Excel**  **Module 2 folder**  **6. Excel 2019 text Mod. 2:**  **Formulas, Functions, Formatting** |  | **-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**](https://www.youtube.com/watch?v=1KimYFzET1w)**(Flash Fill is not available on Mac computers.)**  -[**Excel Functions**](http://www.gcflearnfree.org/excel2016/functions/1/)  -[**Intro to Formulas**](http://www.gcflearnfree.org/excel2016/intro-to-formulas/1/)  -[**Creating Complex Formulas**](http://www.gcflearnfree.org/excel2016/creating-more-complex-formulas/1/)  -[**Apply Conditional Formatting**](http://www.gcflearnfree.org/excel2016/conditional-formatting/1/)  -[**Modifying Columns, Rows, and Cells**](http://www.gcflearnfree.org/excel2016/modifying-columns-rows-and-cells/1/)  **-Download Excel Module 2 folder from Watson’s Website. -Use the “**[**Folders**](https://watsonswebsite.com/folders/folders.html)**” link on Watson’s Website; then click on the CIS 111 link to display folders for downloading.**  **-Unzip the downloaded folder and** [**label**](https://www.youtube.com/watch?v=CP8aWhL1PRk) **it with ‘*CRN# firstname lastname Module 2’.***  **-Delete the zipped folder. You won’t need it any longer.**  **-**[**Login to SAM**](https://sam.cengage.com/App/login?ReturnUrl=%2fLogin.aspx) **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**](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.** | **SAM Module 1 REAL Exam due Sept. 19, 11:59pm.**  **Label Module 2 folder per my** [**labeling**](https://www.youtube.com/watch?v=CP8aWhL1PRk) **protocol.**  **Module 2 textbook project due by Thursday,**  **Sept. 19, 11:59pm.** [**Drag Module 2 folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) |
|  | **7. Blog & email** |  | **-Check** [**Blog**](http://www.blogger.com/) **and personal email several times a week.** |  |