### CIS 111 Week 4 Part 1 Assignment Checklist

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

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| **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.**  |  |