

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	<input type="checkbox"/>	-Check Week 3 schedule for what is due in Week 4.	<div style="color: magenta;"> <input type="checkbox"/> SAM Module 1 REAL Exam due Sept. 19, 11:59pm. </div> <div style="color: magenta; margin-top: 20px;"> <input type="checkbox"/> Label Module 2 folder per my labeling protocol. </div> <div style="color: magenta; margin-top: 20px;"> <input type="checkbox"/> Module 2 textbook project due by Thursday, Sept. 19, 11:59pm. Drag Module 2 folder into shared Google Drive </div>
	2. SAM Practice Exam Excel Module 1	<input type="checkbox"/>	-Use the SAM Practice Exam for Excel Module 1 BEFORE attempting the REAL exam.	
	3. SAM 'REAL' Exam Module 1 (required)	<input type="checkbox"/>	-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.	
	4. Watch video demos	<input type="checkbox"/>	These videos will help you understand concepts covered in Module 2:	
		<input type="checkbox"/>	- Flash Fill (Flash Fill is not available on Mac computers.)	
		<input type="checkbox"/>	- Excel Functions	
		<input type="checkbox"/>	- Intro to Formulas	
	<input type="checkbox"/>	- Creating Complex Formulas		
	<input type="checkbox"/>	- Apply Conditional Formatting		
	<input type="checkbox"/>	- Modifying Columns, Rows, and Cells		
5. Download Excel Module 2 folder	<input type="checkbox"/>	-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.		
	<input type="checkbox"/>	-Unzip the downloaded folder and label it with ' <i>CRN# firstname lastname Module 2</i> '.		
	<input type="checkbox"/>	-Delete the zipped folder. You won't need it any longer.		
6. Excel 2019 text Mod. 2: Formulas, Functions, Formatting	<input type="checkbox"/>	- Login to SAM to download Module 2 textbook project, "Klapore Engineering.xlsx".		
	<input type="checkbox"/>	- You must read the chapter for instructions . Otherwise you won't know what to do with the "Klapore Engineering..." Start file.		
	<input type="checkbox"/>	-Use the SAM downloaded start file, "Klapore...", to complete the steps you read in Module 2 chapter in the ebook.		
	<input type="checkbox"/>	OR		
	<input type="checkbox"/>	-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.		
	<input type="checkbox"/>	-Module 2 https://www.youtube.com/watch?v=hnx6odlcbPI&t=3s		
	<input type="checkbox"/>	-Save Klapore Engineering.xlsx in Module 2 folder.		
	<input type="checkbox"/>	-Upload Klapore project file for grading in SAM.		
	<input type="checkbox"/>	-SAM upload window will tell you the expected name for the file, which is different than the text instructions tell you.		
	<input type="checkbox"/>	-After file is graded by SAM, look at "Klapore..." graded report.		
	<input type="checkbox"/>	-Fix whatever may be wrong and resubmit in SAM for higher score.		
	<input type="checkbox"/>	-You have 5 tries on projects. Only highest score counts.		
	7. Blog & email	<input type="checkbox"/>	-Check Blog and personal email several times a week.	