### CIS 111 Week 4 Part 2 Assignment Checklist

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

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| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 4 Thursday**  **Sept 19.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. SAM Training**  **Module 2 (required)**  **3. SAM Project**  **Module 2 (required)**  **4. Turn in folder**  **5. Read DC**  **Ch 2**  **6. DC Ch 2 Quiz**  **7.** [**MS Excel Training Links**](https://support.microsoft.com/en-us/office/office-2013-training-8e46a033-1123-46e8-b3b9-57d30f91119f?wt.mc_id=otc_home)  **8. Practice Excel Theory exam** |  | **-Check previous schedules for what is due in Week 4.**  **-Use checklist to keep track of your completed assignments.**  **-In SAM, click on SAM Training link for Excel Module 2.**  **-Follow instructions in training. You only need to do the ‘Apply’ part of training to get credit.**  **-If you have difficulty with a training task, use Observe to learn how SAM expects you to do the training task.**  **-Module 2 project:** [**Roadrunner Online project video**](https://www.youtube.com/watch?v=baSuedTWBPM&t=6s)  **-Follow project instructions in SAM. You have 5 tries to get a perfect score.**  **-Save Project file in Module 2 folder.**  **NOTE: Module 2 REAL Exam is scheduled for next week.**  **-Close all files inside the module folder.**  **-Close the folder, too.**  **-Drag your folder to my shared Google Drive.**  **-Turning in something is better than turning in nothing.**  **-In SAM, read Discovering Computers, Chapter 2, “Connecting and Communicating Online: Internet, Websites, Media”.**  **-In SAM complete the Chapter 2 quiz for *Discovering Computers*.**  **-Make sure you have read Chapter 2 before taking the quiz.**  **-DO NOT OPEN QUIZ UNLESS YOU ARE READY FOR IT. Otherwise you will be blocked from opening it a 2nd time.**  **-FYI - Microsoft provides training videos for Excel 2013. Although Excel 2013 is an older version of Excel, much of what is covered in the videos applies to Excel 2019 applications.**  **-Use the** [**Practice Excel Theory Exam**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Excel%201%20Handouts/Excel%20Theory%20Practice%20Exam.pdf) **to prepare for the REAL theory exam, which will be scheduled in a few weeks. Get started on this now so you are prepared when the real theory exam is scheduled.** | **Complete Module 2 SAM training and project by Tuesday, Sept. 24, by 11:59pm.**  **(CAVEAT: DON’T WAIT UNTIL LAST MINUTE.)**  **Module 2 folder due Tuesday, Sept. 24, 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)  **DC Chapter 2 reading & QUIZ must be completed by Week 5, Tuesday, Sept. 24, 11:59pm.**  **Begin preparing for Excel Theory Exam.** |
|  | **9. Blog & email** |  | **-Check** [**Blog**](http://www.blogger.com/) **several times a week.**  **-Check personal email several times a week.** |  |