### CIS 111 Week 5 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 5, Monday****Sept. 23.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)**2. SAM Practice Exam Excel Module 2****3. SAM ‘REAL’ Exam Module 2 (required)****4. Watch videos****5. Download folder****5. Module 3:** **Working with Large Worksheets, Charting, and What-If Analysis****(required)** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Use checklist to keep track of your completed assignments.** **-Use the SAM Practice Exam for Excel Module 2 BEFORE attempting the REAL exam.****-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.****-**[**Relative vs absolute cell referencing**](https://www.youtube.com/watch?v=NmVMjQzseLA)**-**[**Formulas and Functions**](http://www.youtube.com/watch?v=dwkRWlQyZJY)**-**[**Names Cell Ranges and Functions**](https://www.youtube.com/watch?v=D1RcsFBJKYU&feature=relmfu)**-Download, unzip, & label Module 3 Excel folder from Watson’s Website,** [**Folders**](https://watsonswebsite.com/folders/folders.html) **page.****-**[**Login to SAM**](https://sam.cengage.com/App/login?ReturnUrl=%2fLogin.aspx) **to download textbook project for** **Module 3.****-This chapter will be about the Manola Department Stores business.** **-“Manola…” instructions are in the Module 3 chapter in the ebook.** **-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=x9d0W25dUUI**](https://www.youtube.com/watch?v=x9d0W25dUUI)**-Part 2 begins with some general instruction and begins Manolo part 2 around the 5 minute mark:** [**https://www.youtube.com/watch?v=AoyHFi8n19Q**](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.**  | [ ]  **SAM REAL Exam for Excel Module 2 due by Thursday, Sept. 26, 11:59pm. (DON’T WAIT UNTIL LAST MINUTE.)**[ ]  **Watch videos.**[ ] [**Label**](https://www.youtube.com/watch?v=5kdn6C8onfA&feature=youtu.be) **Excel Module 3 folder.**[ ]  **SAM textbook project for Module 3 due by Thursday, Sept. 26, 11:59pm.** |
|  | **6. Blog & email** | [ ]  | **-Check** [**Blog**](http://www.blogger.com/) **and personal email several times a week.**  |  |