### 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.** |  |