

CIS 111 Week 5 Part 1 Assignment Checklist

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

Date	Topics	✓	Assignments	Due Dates
Week 5, Monday Sept. 23.	1. Use weekly checklist 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)	<input type="checkbox"/>	-Use checklist to keep track of your completed assignments.	<input type="checkbox"/> SAM REAL Exam for Excel Module 2 due by Thursday, Sept. 26, 11:59pm. (DON'T WAIT UNTIL LAST MINUTE.) <input type="checkbox"/> Watch videos. <input type="checkbox"/> Label Excel Module 3 folder. <input type="checkbox"/> SAM textbook project for Module 3 due by Thursday, Sept. 26, 11:59pm.
		<input type="checkbox"/>	-Use the SAM Practice Exam for Excel Module 2 BEFORE attempting the REAL exam.	
		<input type="checkbox"/>	-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.	
		<input type="checkbox"/>	Even though these videos illustrate a former version of Excel, they still demonstrate how formulas and functions work in spreadsheet software.	
		<input type="checkbox"/>	- Relative vs absolute cell referencing	
		<input type="checkbox"/>	- Formulas and Functions	
		<input type="checkbox"/>	- Names Cell Ranges and Functions	
		<input type="checkbox"/>	-Download, unzip, & label Module 3 Excel folder from Watson's Website, Folders page.	
		<input type="checkbox"/>	- Login to SAM to download textbook project for Module 3.	
		<input type="checkbox"/>	-This chapter will be about the Manola Department Stores business.	
		<input type="checkbox"/>	-“Manola...” instructions are in the Module 3 chapter in the ebook.	
		<input type="checkbox"/>	-Use the SAM project start file to complete steps in Module 3 chapter to create the Manola workbook.	
		<input type="checkbox"/>	OR Multitask between watching the YouTube video and using the SAM Start file to complete the project.	
		<input type="checkbox"/>	-Part 1 https://www.youtube.com/watch?v=x9d0W25dUUI	
<input type="checkbox"/>	-Part 2 begins with some general instruction and begins Manolo part 2 around the 5 minute mark: 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.			
<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 the graded report.			
<input type="checkbox"/>	-Fix whatever may be wrong.			
<input type="checkbox"/>	-Resubmit in SAM for better score. You have 5 tries on projects. Only highest score counts.			
	6. Blog & email	<input type="checkbox"/>	-Check Blog and personal email several times a week.	