### CIS 111 Week 2 Part 2 Assignment Checklist

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

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| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 2 Part 2 begins****Thursday,** **April 17.****Easter bunnies****Reminder: The Easter Holiday is Sunday, April 20, so schedule your work accordingly.****Week 2 Part 2 begins****Thursday,** **April 17.****Easter bunnies****Reminder: The Easter Holiday is Sunday, April 20, so schedule your work accordingly.** | **1.** [**Use weekly checklists**](https://youtu.be/thDtf0ajU2s)**2. SAM Training****(required)****3. SAM Project (required)****4. Turn in folder****5. SAM Practice Exam Excel** **Module 1****6. SAM ‘REAL’ Exam Module 1 (required)****7. Watch video demos****8. Download Excel** **Module 2 folder****9. Excel 2019 text Mod. 2:****Formulas, Functions, Formatting (Required)****11. DC Chapter 2****12. DC Quiz 2** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Reminder: HTML folder with lessons 1-6 – If you haven’t turned the HTML folder in, do it now.** **-In SAM, click on SAM Training link for Excel Module 1.** **-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 mode in Training to learn how to do the training task.****-Download SAM project instruction file for Excel Module 1, New Era Medical. Save in Excel Module 1 folder.** **-Download start file for SAM project Excel Module 1, New Era Medical. Save in Excel Module 1 folder.** **-Follow instruction file to complete the New Era Medical.xlsx file. When finished, upload New Era Medical.xlsx into SAM for grading.** **Or****-Multitask between watching a YouTube video and using the SAM Start file to complete the project.**[**New Era Medical**](https://www.youtube.com/watch?v=xn1ErB54H50). **-You are allowed 5 tries on projects so if your score is low, download graded report to see what is wrong and fix the original project file. Then re-upload for a better score.****-Projects are required. They are worth 10% of your final grade.****-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.****-Use the SAM Practice Exam for Excel Module 1 BEFORE attempting the REAL exam.****-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.****These videos will help you understand concepts covered in Module 2:** -[**Flash Fill**](https://www.youtube.com/watch?v=1KimYFzET1w) **(Flash Fill is not available on Mac computers.)**-[**Excel Functions**](http://www.gcflearnfree.org/excel2016/functions/1/)-[**Intro to Formulas**](http://www.gcflearnfree.org/excel2016/intro-to-formulas/1/)-[**Creating Complex Formulas**](http://www.gcflearnfree.org/excel2016/creating-more-complex-formulas/1/)-[**Apply Conditional Formatting**](http://www.gcflearnfree.org/excel2016/conditional-formatting/1/)-[**Modifying Columns, Rows, and Cells**](http://www.gcflearnfree.org/excel2016/modifying-columns-rows-and-cells/1/) **-Download Excel Module 2 folder from Watson’s Website.** **-Use the “**[**Folders**](https://watsonswebsite.com/folders/folders.html)**” link on Watson’s Website; then click on the CIS 111 link to display folders for downloading.** **-Unzip the downloaded folder and** [**label**](https://www.youtube.com/watch?v=CP8aWhL1PRk) **it with ‘*CRN firstname lastname Module 2’.*****-Delete the zipped folder. You won’t need it any longer.****-**[**Login to SAM**](https://sam.cengage.com/App/login?ReturnUrl=%2fLogin.aspx) **to download Module 2 textbook project, “Klapore Engineering.xlsx”. (Allow 1.5 hrs.)****-You must read the chapter for instructions. Otherwise, you won’t know what to do with the “Klapore Engineering….” Start file.****-Use the SAM downloaded start file, “Klapore…”, to complete the steps you read in Module 2 chapter in the ebook.** **OR****-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.****-Module 2**[**https://www.youtube.com/watch?v=hnx6odIcbPI&t=3s**](https://www.youtube.com/watch?v=hnx6odIcbPI&t=3s)**-Save Klapore Engineering.xlsx in Module 2 folder.** **-Upload Klapore project file for grading in 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 “Klapore…” graded report.** **-Fix whatever may be wrong and resubmit in SAM for higher score.** **-You have 5 tries on projects. Only highest score counts.** **-In SAM, read Discovering Computers, Chapter 2, “Connecting and Communicating Online: Internet, Websites, Media”.****-Complete the quiz for DC Chapter 2, “Connecting and Communicating Online: Internet, Websites, Media”.** | [ ]  **Reminder:** [**Drag HTML Exam folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **by Thursday,** **April 17, midnight.**[ ]  **SAM training due by Monday, April 21, midnight.**[ ]  **SAM project due by Monday, April 21, midnight.**[ ]  [**Drag Excel Module 1 folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **by Monday, April 21, midnight.**[ ]  **SAM Module 1 REAL Exam due Monday, April 21, midnight.**[ ]  **Label Module 2 folder per my** [**labeling**](https://www.youtube.com/watch?v=CP8aWhL1PRk) **protocol.** [ ]  **Module 2 textbook project due by Monday, April 21, midnight.**[ ] [**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) **by Monday, April 21, midnight.**[ ]  **DC Ch 2 Quiz in SAM due Monday, April 21, midnight.** **(DO NOT WAIT UNTIL THE LAST MINUTE.)** |
|  | **12. Blog & Email** | [ ] [ ]  | **-Check** [**Blog**](http://www.blogger.com/) **several times a week.** **-Check personal email several times a week.** |