CIS 111 Week 2 Part 2 Assignment Checklist

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

Date	Topics	✓	Assignments	Due Dates
Week 2 Part 2 begins Thursday, April 17. Reminder: The Easter Holiday is Sunday, April 20, so schedule your work accordingly.	1. Use weekly checklists	☐	-Reminder: HTML folder with lessons 1-6 – If you haven't turned the HTML folder in, do it now.	☐ Reminder: Drag HTML Exam folder into shared Google Drive by Thursday, April 17, midnight.
	2. SAM Training (required)	☐ ☐ ☐	-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.	☐ SAM training due by Monday, April 21, midnight.
	3. SAM Project (required)	☐ ☐ ☐ ☐ ☐	-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. -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.	☐ SAM project due by Monday, April 21, midnight. ☐ Drag Excel Module 1 folder into shared Google Drive by Monday, April 21, midnight.
	4. Turn in folder	☐ ☐ ☐ ☐	-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.	
	5. SAM Practice Exam Excel Module 1 6. SAM 'REAL' Exam Module 1 (required)	☐ ☐	-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.	☐ SAM Module 1 REAL Exam due Monday, April 21, midnight.
	7. Watch video demos	☐ ☐ ☐ ☐ ☐ ☐	These videos will help you understand concepts covered in Module 2: -Flash Fill (Flash Fill is not available on Mac computers.) -Excel Functions -Intro to Formulas -Creating Complex Formulas -Apply Conditional Formatting -Modifying Columns, Rows, and Cells	

Week 2 Part 2 begins Thursday, April 17. **Reminder: The Easter Holiday is Sunday, April 20, so schedule your work accordingly.**	**8. Download Excel Module 2 folder** **9. Excel 2019 text Mod. 2: Formulas, Functions, Formatting (Required)** **11. DC Chapter 2** **12. DC Quiz 2**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	**-Download Excel Module 2 folder from Watson's Website.** **-Use the "Folders" link on Watson's Website; then click on the CIS 111 link to display folders for downloading.** **-Unzip the downloaded folder and label it with '*CRN firstname lastname Module 2'.*** **-Delete the zipped folder. You won't need it any longer.** **-Login to SAM 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** **-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".**	☐ **Label Module 2 folder per my labeling protocol.** ☐ **Module 2 textbook project due by Monday, April 21, midnight.** ☐ **Drag Module 2 folder into shared Google Drive 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 several times a week.** **-Check personal email several times a week.**	