

CIS 111 Week 3 Part 1 Assignment Checklist

■ Office 2019 text

■ SAM & important info

■ Hyperlinks

■ Due dates

■ Other info

Date	Topics	✓	Assignments	Due Dates
Week 3 Part 1 begins Monday, April 21.	1. Use weekly checklist	<input type="checkbox"/> <input type="checkbox"/>	-Check Week 3 checklists for what is due in Week 4. -Use checklist to keep track of your completed assignments.	<input type="checkbox"/> Module 2 training and project due by Thursday, April 24, by midnight. <input type="checkbox"/> SAM Module 2 REAL Exam due Thursday, April 24, by midnight.
	2. SAM Training Module 2 (required)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	-In SAM, click on SAM Training link for Excel Module 2. -Follow instructions in training. You only need to do the 'Apply' mode of training to get credit. (Allow 30 min.) -If you have difficulty with a training task, use Observe mode to learn how SAM expects you to do the training task.	
	3. SAM Project Module 2 (required)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	-Module 2 project: Roadrunner Online project video (Allow 20-30 min.) -Follow project instructions in SAM. You have 5 tries to get a perfect score. -Save Project file in Module 2 folder.	
	4. REAL EXAM (Required)	<input type="checkbox"/>	-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.	
	5. Watch videos	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	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 - Formulas and Functions - Names Cell Ranges and Functions	
	6. Download folder	<input type="checkbox"/>	-Download, unzip, & label Module 3 Excel folder from Watson's Website, Folders page.	
Week 3 Part 1 begins Monday, April 21.	7. Excel Module 3	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	- Login to SAM 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.	<input type="checkbox"/> Module 3 Manola project due by Thursday, April 24, by midnight.
		OR Multitask between watching the YouTube video and using the SAM Start file to complete the project.		

<p>Week 3 Part 1 begins Monday, April 21.</p>	<p>10. Turn in folder</p> <p>11. DC Chapter</p> <p>12. DC Quiz 3</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -Part 1 https://www.youtube.com/watch?v=x9d0W25dUU <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. <input type="checkbox"/> -Close all files inside the module folder. <input type="checkbox"/> -Close the folder, too. <input type="checkbox"/> -Drag your folder to my shared Google Drive. <input type="checkbox"/> -Use ebook in SAM to read Chapter 3 in DISCOVERING COMPUTERS, "Connecting and Communicating Online: Internet, Websites, Media". <input type="checkbox"/> -Complete the quiz for DC Chapter 3, "Connecting and Communicating Online: Internet, Websites, Media". 	<ul style="list-style-type: none"> <input type="checkbox"/> Module 3 training and project due by Thursday, April 24, by midnight. <input type="checkbox"/> Module 3 folder due by Thursday, April 24, by midnight. Drag Module 3 folder into shared Google Drive <input type="checkbox"/> DC Ch 3 Quiz in SAM due Monday, April 28, by midnight.
<p>Week 3 Part 1 begins Monday, April 21.</p>	<p>13. Practice Excel Theory exam</p> <p>14. FYI</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -Use the Practice Excel Theory Exam to prepare for the REAL theory exam, which will be scheduled in a few weeks. Get started on this now so you are prepared when the real theory exam is scheduled. <input type="checkbox"/> -NOTE: Answers for practice exam are in the ebook. If you don't know something, look it up and read about it. 😊 <input type="checkbox"/> -FYI - -Use MS Excel Training Links if you have difficulty with Excel concepts. 	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare for Excel Theory Exam.
	<p>15. Blog & email</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -Check Blog and personal email several times a week. 	