### CIS 111 Week 3 Part 2 Assignment Checklist

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

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| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 3 Part 2 begins Thursday,**  **April 24.**  **Week 3 Part 2 begins Thursday,**  **April 24.**  **Week 3 Part 2 begins Thursday,**  **April 24.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. SAM Training**  **3. SAM Project**  **4.REAL EXAM (Required)**  **5. Watch videos**  **6. Download folder**  **7. Module 4 – Financial Functions, Data Tables, & Amortization Schedules**  **(required)**  **8. Turn in folder**  **9. DC Ch 4**  **10. DC QUIZ 4**  **11. Practice Excel Theory exam**  **12. FYI: Microsoft resources** |  | **-Check previous checklists for what is due in Week 3.**  **-Use checklist to keep track of your completed assignments.**  **-Complete the** [**SAM Training**](https://www.youtube.com/watch?v=yh8Ep7V8Bo4) **for Module 3.**  **- Complete the SAM Excel Project for Module 3,** [**Raybridge Recruiting**](https://www.youtube.com/watch?v=xNlLznGS6Sw)**. Follow SAM instructions.**  **-Use the SAM Practice Exam for Excel Module 3 BEFORE attempting the REAL exam.**  **-SAM ‘REAL’ Exam for Excel Module 3 – 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 4 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 4. This chapter will be about the Cranford Mortgage business.**  **-“Cranford…” instructions are in the Module 4 chapter in the textbook.**  **-Use the SAM project start file to complete steps in Module 4 chapter to create the Cranford workbook.**  **OR**  **-Multitask between watching the YouTube video and using the SAM Start file to complete the project.**  **-NOTE: Project instructions tell you to use the Feathered theme. If you cannot find the Feathered theme, use the Mesh theme.**  **-Part 1**  [**https://www.youtube.com/watch?v=aX04YZzZ4iM**](https://www.youtube.com/watch?v=aX04YZzZ4iM)  **-Part 2**  [**https://www.youtube.com/watch?v=mfw5L2E-xEw**](https://www.youtube.com/watch?v=mfw5L2E-xEw)  **- 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 and resubmit in SAM for better score. You have 5 tries on projects. Only highest score counts. You must read the chapter for instructions.**  **-Close all files inside the module folder.**  **-Close the folder, too.**  **-Drag your folder to my shared Google Drive.**  **- Read Chapter 4 in Discovering Computers, “Programs & Apps”.**  **- Complete the SAM DC Quiz 4, – “Programs & Apps…“.**  **-Use the** [**Practice Excel Theory Exam**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Excel%201%20Handouts/Excel%20Theory%20Practice%20Exam.pdf) **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.**  **-Answers for practice exam are in the ebook. If you don’t know something, look it up and read about it. 😊**  **-FYI - -Use** [**MS Excel Training Links**](https://support.office.com/en-us/excel) **if you have difficulty with Excel concepts.** | **Module 4 project due by**  **Monday, April 28, by midnight.**  **Module 4 folder due by Monday, April 28, by midnight.**  [**Drag Module 3 folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf)  **Prepare for Excel Theory Exam.** |
|  | **13. Blog & Email** |  | **-Check** [**Blog**](http://www.blogger.com/) **several times a week.**  **-Check personal email several times a week.** |  |