### CIS 111 Week 4 Part 1 Assignment Checklist

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

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| --- | --- | --- | --- | --- |
| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 4 Part 1 begins, Monday, April 28.****Week 4 Part 1 begins, Monday, April 28.****Week 4 Part 1 begins, Monday, April 28.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)**2. SAM Training** **3. SAM Project****4. SAM Practice Exam** **5. SAM ‘REAL’ Exam (required)****6. Watch video demos****7. Download folder****8. Excel Module 5:****Working with Multiple Worksheets and Workbooks (required)****9. Turn in folder****10. SAM REAL Excel Theory Exam****(required)****11. Watch videos****12. DC Chapter 5****13. SAM DC QUIZ Ch. 5** **14. FYI videos** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Check previous checklists for what is due in Week 4.****-Use checklist to keep track of your completed assignments.** **- SAM Training for Module 4** **-SAM Project for Module 4 –** [**Smith & Lyngate Insurance**](https://www.youtube.com/watch?v=LkYhcpQc5pM)**-Use the SAM Practice Exam for Excel Module 4 BEFORE attempting the REAL exam.****-SAM ‘REAL’ Exam for Excel Module 4** **These videos are related to topics covered in Excel Module 5:****-**[**ROUND Function**](https://www.youtube.com/watch?v=etpBHYuSimA)**-**[**Excel Custom Number Format**](https://www.youtube.com/watch?v=E3Q5LA6DNZM)**-**[**Total data on multiple worksheets**](https://www.youtube.com/watch?v=IRtgIfIfAHE)**-**[**Use 3-D cell references**](https://www.youtube.com/watch?v=WmrqEP2eE48)**-**[**Multiple worksheets calculations and functions**](http://www.youtube.com/watch?v=ldXtAYCnTZE)**-**[**Headers and footers**](https://www.youtube.com/watch?v=QIr5ASh5Ea0)**-**[**Linking workbooks**](https://www.youtube.com/watch?v=6vSnzCOiumY)**-**[**Working with multiple worksheets**](https://www.youtube.com/watch?v=ive2m7fzCSY)**-Download, unzip, & label Module 5 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 start file for Module 5, Module 5 for M&S Provisions Consolidated Expenses.****- Use “M&S Provisions…” start file to complete steps in Module 5 chapter.** **OR****Multitask between watching the YouTube video and using the SAM Start file to complete the project.****-Part 1**[**https://www.youtube.com/watch?v=t18R\_K9UuxY**](https://www.youtube.com/watch?v=t18R_K9UuxY)**-Part 2**[**https://www.youtube.com/watch?v=QZGL-qxwLC4**](https://www.youtube.com/watch?v=QZGL-qxwLC4)**-Part 3**[**https://www.youtube.com/watch?v=ZwlpaF-BZss**](https://www.youtube.com/watch?v=ZwlpaF-BZss)**NOTE: The videos were recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by SAM.****- Upload project file to SAM for grading.** **- Look at the graded report.** **-Fix whatever may be wrong.****-Resubmit in SAM for better score.****-Close all files inside the module folder.** **-Close the folder, too.** **-Drag your folder to my shared Google Drive.** **-Complete the SAM REAL Excel Theory Exam****-NOTE: “Required” will not be listed for SAM assignments in future weekly schedules, but you should know by now that they are REQUIRED.****Videos related to topics in DC Chapter 5:****-** [**Securing Your Wifi Network**](https://www.youtube.com/watch?v=_WHynHcXm7c)**-** [**Edward Snowden on Passwords**](https://www.youtube.com/watch?v=yzGzB-yYKcc)**-** [**Kaspersky Cybermap**](https://cybermap.kaspersky.com/)**-** [**Computer Viruses**](https://www.youtube.com/watch?v=aeA7rDq4CnM)**-** [**Five Ways to Check for Viruses**](https://www.youtube.com/watch?v=rdG-rBKZrFw)**- Read Discovering Computers Chapter 5, “Digital Security, Ethics, & Privacy”.****-Complete the SAM DC Quiz Ch. 5, “Digital Security, Ethics, and Privacy…”.****You might find these YouTube videos interesting:****-** [**How to find programs and apps in Windows 10**](https://www.youtube.com/watch?v=HYZ215Ref48)**-** [**Useful Windows Apps**](https://www.youtube.com/watch?v=p6X4RBOBX_I)**-** [**Personal Finance Apps**](https://www.youtube.com/watch?v=IB2P6_AKw-w) | [ ]  **Module 4 training and project due by Thursday, May 1, midnight.**[ ]  **SAM Module 4 REAL Exam due Thursday, May 1, midnight.**[ ]  **Module 4 textbook project due by Thursday, May 1, midnight.**[ ]  **Folder due Thursday, May 1, midnight.**[**Drag Module 4 folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf)[ ]  **SAM REAL Excel Theory Exam due Thursday, May 1, midnight.**[ ]  **Complete reading for DC Chapter 4 by May 1.**[ ]  **DC Ch 4 Quiz due Thursday, May 1, midnight.** |
|  | **15. Blog & email** | [ ]  | **-Check** [**Blog**](http://www.blogger.com/) **and personal email several times a week.**  |  |