

**CIS 111 Week 4 Part 1 Assignment Checklist**

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

Date	Topics	✓ Assignments	Due Dates
<p>Week 4 Part 1 begins, Monday, April 28.</p>	<p>1. <a href="#">Use weekly checklist</a></p> <p>2. SAM Training</p> <p>3. SAM Project</p> <p>4. SAM Practice Exam</p> <p>5. SAM 'REAL' Exam (required)</p> <p>6. Watch video demos</p> <p>7. Download folder</p>	<p><input type="checkbox"/> -Check previous checklists for what is due in Week 4.</p> <p><input type="checkbox"/> -Use checklist to keep track of your completed assignments.</p> <p><input type="checkbox"/> - SAM Training for Module 4</p> <p><input type="checkbox"/> -SAM Project for Module 4 – <a href="#">Smith &amp; Lyngate Insurance</a></p> <p><input type="checkbox"/> -Use the SAM Practice Exam for Excel Module 4 BEFORE attempting the REAL exam.</p> <p><input type="checkbox"/> -SAM 'REAL' Exam for Excel Module 4</p> <p>These videos are related to topics covered in Excel Module 5:</p> <p><input type="checkbox"/> -<a href="#">ROUND Function</a></p> <p><input type="checkbox"/> -<a href="#">Excel Custom Number Format</a></p> <p><input type="checkbox"/> -<a href="#">Total data on multiple worksheets</a></p> <p><input type="checkbox"/> -<a href="#">Use 3-D cell references</a></p> <p><input type="checkbox"/> -<a href="#">Multiple worksheets calculations and functions</a></p> <p><input type="checkbox"/> -<a href="#">Headers and footers</a></p> <p><input type="checkbox"/> -<a href="#">Linking workbooks</a></p> <p><input type="checkbox"/> -<a href="#">Working with multiple worksheets</a></p> <p><input type="checkbox"/> -Download, unzip, &amp; label Module 5 Excel folder from Watson's Website, <a href="#">Folders</a> page.</p> <p><input type="checkbox"/> -<a href="#">Login to SAM</a> to download textbook project start file for Module 5, Module 5 for M&amp;S Provisions Consolidated Expenses.</p>	<p><input type="checkbox"/> Module 4 training and project due by Thursday, May 1, midnight.</p> <p><input type="checkbox"/> SAM Module 4 REAL Exam due Thursday, May 1, midnight.</p>
<p>Week 4 Part 1 begins, Monday, April 28.</p>	<p>8. Excel Module 5: Working with Multiple Worksheets and Workbooks (required)</p>	<p><input type="checkbox"/> - Use "M&amp;S Provisions..." start file to complete steps in Module 5 chapter.</p> <p>OR</p> <p>Multitask between watching the YouTube video and using the SAM Start file to complete the project.</p> <p><input type="checkbox"/> -Part 1 <a href="https://www.youtube.com/watch?v=t18R_K9UuxY">https://www.youtube.com/watch?v=t18R_K9UuxY</a></p> <p><input type="checkbox"/> -Part 2 <a href="https://www.youtube.com/watch?v=QZGL-qxwLC4">https://www.youtube.com/watch?v=QZGL-qxwLC4</a></p> <p><input type="checkbox"/> -Part 3 <a href="https://www.youtube.com/watch?v=ZwlpaF-BZss">https://www.youtube.com/watch?v=ZwlpaF-BZss</a></p> <p>NOTE: The videos were recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by SAM.</p> <p><input type="checkbox"/> - Upload project file to SAM for grading.</p> <p><input type="checkbox"/> - Look at the graded report.</p> <p><input type="checkbox"/> -Fix whatever may be wrong.</p> <p><input type="checkbox"/> -Resubmit in SAM for better score.</p>	<p><input type="checkbox"/> Module 4 textbook project due by Thursday, May 1, midnight.</p>

<p>Week 4 Part 1 begins, Monday, April 28.</p>	<p>9. Turn in folder</p> <p>10. SAM REAL Excel Theory Exam (required)</p> <p>11. Watch videos</p> <p>12. DC Chapter 5</p> <p>13. SAM DC QUIZ Ch. 5</p> <p>14. FYI videos</p>	<p><input type="checkbox"/> -Close all files inside the module folder.</p> <p><input type="checkbox"/> -Close the folder, too.</p> <p><input type="checkbox"/> -Drag your folder to my shared Google Drive.</p> <p><input type="checkbox"/> -Complete the SAM REAL Excel Theory Exam</p> <p><input type="checkbox"/> -NOTE: "Required" will not be listed for SAM assignments in future weekly schedules, but you should know by now that they are REQUIRED.</p> <p>Videos related to topics in DC Chapter 5:</p> <p><input type="checkbox"/> - <a href="#">Securing Your Wifi Network</a></p> <p><input type="checkbox"/> - <a href="#">Edward Snowden on Passwords</a></p> <p><input type="checkbox"/> - <a href="#">Kaspersky Cybermap</a></p> <p><input type="checkbox"/> - <a href="#">Computer Viruses</a></p> <p><input type="checkbox"/> - <a href="#">Five Ways to Check for Viruses</a></p> <p><input type="checkbox"/> - Read Discovering Computers Chapter 5, "Digital Security, Ethics, &amp; Privacy".</p> <p><input type="checkbox"/> -Complete the SAM DC Quiz Ch. 5, "Digital Security, Ethics, and Privacy...".</p> <p>You might find these YouTube videos interesting:</p> <p><input type="checkbox"/> - <a href="#">How to find programs and apps in Windows 10</a></p> <p><input type="checkbox"/> - <a href="#">Useful Windows Apps</a></p> <p><input type="checkbox"/> - <a href="#">Personal Finance Apps</a></p>	<p><input type="checkbox"/> Folder due Thursday, May 1, midnight. <a href="#">Drag Module 4 folder into shared Google Drive</a></p> <p><input type="checkbox"/> SAM REAL Excel Theory Exam due Thursday, May 1, midnight.</p> <p><input type="checkbox"/> Complete reading for DC Chapter 4 by May 1.</p> <p><input type="checkbox"/> DC Ch 4 Quiz due Thursday, May 1, midnight.</p>
	<p>15. Blog &amp; email</p>	<p><input type="checkbox"/> -Check <a href="#">Blog</a> and personal email several times a week.</p>	