### CIS 100 Week 3 Part 2 Checklist

**Office 2019 text SAM Exams, Projects, Training, & important info Hyperlinks Due dates Other info**

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| --- | --- | --- | --- | --- |
| **Week** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 3 Part 2 begins Monday, Feb. 17.****Week 3 Part 2 begins Monday, Feb. 17.****Week 3 Part 2 begins Monday, Feb. 17.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)**2. SAM Practice Exam** **3. SAM Real Exam (required)****4. Download module folders****5. Excel Module 1** **Getting Started with Excel** **6. Excel Module 2****Formatting a Worksheet****Cont’d next pg…****7. SAM Excel Trainings (required)****8. SAM Excel Projects (required)****9. Calculate your grade** **10. Turn in folders** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Use weekly assignment checklist to check off completed work.** **-Use the SAM Practice Exam for Word Module 3.** **-Complete the SAM Real Exam for Word Module 3.****-Download the Excel folders from Watson’s Website for Excel Module 1 and Excel Module 2.** **-Unzip the folders & label each with “*CRN# firstname lastname Excel Module 1” and “CRN# firstname lastname Excel Module 2”*.****-Delete the Excel zip files. You won’t need them any longer.****-Using the SAM Excel Module 1 Textbook Project file, read and complete the step-by-step instructions in Excel Module 1 chapter.****-Using the SAM Excel Module 2 Textbook Project file, read and complete the step-by-step instructions in Excel Module 2 chapter.** **-Instructions in textbook will tell you when to save.** **OR****Multitask between watching these videos and working in the SAM project start file. These videos teach you how to do the textbook projects.****Excel Module 1****-Part 1**[**https://www.youtube.com/watch?v=W5YsWsax2Hk**](https://www.youtube.com/watch?v=W5YsWsax2Hk)**-Part 2**[**https://www.youtube.com/watch?v=w\_ly638MbG8**](https://www.youtube.com/watch?v=w_ly638MbG8)**Excel Module 2****-Part 1**[**https://www.youtube.com/watch?v=9Oww1IOzCJQ**](https://www.youtube.com/watch?v=9Oww1IOzCJQ)**-Part 2**[**https://www.youtube.com/watch?v=p72ijWP3miU**](https://www.youtube.com/watch?v=p72ijWP3miU)**-Save Module 1 project in Excel Module 1 folder.****-Save Module 2 project in Module 2 folder.****-Upload completed project into SAM for grading.** **-Look at grading report and fix original project file.** **-Then reupload for grading again.****-SAM Trainings for Excel Module 1 and Module 2 – Read & follow instructions in SAM. Save time, just do ‘Apply’.** **-SAM Excel Module 1 and Module 2 Projects – Read & follow instructions in SAM to download project instruction files and project start files.** **-Upload start files back into SAM for grading.****-Save SAM Excel Module 1 project file in Excel Module 1 folder.****-Save SAM Excel Module 2 project file in Excel Module 2 folder.****-You are allowed 5 tries on projects so if your score is low, you may fix the problem(s) and re-upload for better scores.**[**–**](http://watsonswebsite.com/Assignments_Handouts_Lectures/CIS_100_Handouts/CIS%20100%20grade%20spreadsheet%20revised.xlsx)[**Calculate your grade for 8-week CIS 100.**](http://watsonswebsite.com/Assignments_Handouts_Lectures/CIS_100_Handouts/CIS%20100%20grade%20spreadsheet%202nd%208%20weeks.xlsx)**-Turn in folders EVERY WEEK in my shared Google Drive “Drag Folders Here”. Something is better than nothing.** | [ ]  **SAM Word Module 3 REAL Exam due by Thursday, Feb. 20, 11:59pm.**[ ]  **Make sure your Excel folders are** [**labeled**](https://www.youtube.com/watch?v=2cFSQO4gj38) **correctly.** [ ]  **SAM Excel Module 1 & 2 textbook projects due by Thursday, Feb. 20, 11:59pm.****Cont’d next page…**[ ]  **SAM Trainings due by Thursday, Feb. 20, 11:59pm.**[ ]  **SAM Projects due by Thursday, Feb. 20, 11:59pm.**[ ]  [**Drag Excel Module 1 and Module 2 folders into Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **“Drag Folders Here” folder by Thursday, Feb. 20, 11:59pm.** |
| **Week 3 Part 2 begins Monday, Feb. 17.** | **11. Blog and email** | [ ] [ ]  | **-Check** [**class blog**](http://www.blogger.com/) **several times a week. Ask questions, read answers/comments on the blog.****-Check personal email several times a week.** |  |