**CIS 100 Week 4 Part 1 Checklist**

**Office 2019 text Exams, quizzes, important info Hyperlinks Due Dates Comments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Topic** | **✓** | **Assignments** | **Due Dates** |
| **Week 4**  **Part 1**  **begins**  **Friday, February 21.**  **Week 4**  **Part 1**  **begins**  **Friday, February 21.**  **Week 4**  **Part 1**  **begins**  **Friday, February 21.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. SAM Practice Excel Exams**  **3. SAM Excel REAL EXAMS**  **4. Download folder**  **… Office 2019 textbook**  **5. Excel Module 3**  **Analyzing Data & Using Formulas**  **6. SAM Excel Training (required)**  **7. SAM Excel Project (required)**  **\*\*\*HONORS STUDENTS ONLY**  **8. Turn in folder** |  | **-Use weekly assignment checklist to check off completed work.**  **-Procedure is same as in previous weeks.**  **-Use SAM Excel practice exams for Module 1 and Module 2 to prepare for the ‘REAL’ exams. Practice exams are not required but are helpful for determining technical problems on your computer BEFORE you attempt the REAL Exams.**  **-Complete the SAM REAL Exams for Excel Module 1 and Module 2. REAL Exams are required. You are only allowed 1 chance on REAL Exams.**  **-Download Excel folder from Watson’s Website** [**Folders page**](http://watsonswebsite.com/folders/Downloading%20the%20E-notebook%20CIS100.html) **for Excel Module 3.**  **-Folder procedure is same as in previous weeks.**  **-Using the SAM Excel Module 3 Textbook Project file, read and complete the step-by-step instructions in Excel Module 3 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 3**  **-Part 1**  [**https://www.youtube.com/watch?v=6KSdhybe008**](https://www.youtube.com/watch?v=6KSdhybe008)  **-Part 2**  [**https://www.youtube.com/watch?v=t3vXqjYB8Us**](https://www.youtube.com/watch?v=t3vXqjYB8Us)  **-Save Module 3 textbook project in Excel Module 3 folder.**  **-Upload completed project into SAM for grading.**  **-Look at graded report and fix original project file.**  **-Then reupload for grading again.**  **-SAM Training Excel Module 3 – Read & follow instructions in SAM. Save time, just do ‘Apply’.**  **-SAM Excel Module 3 Project – Read & follow instructions in SAM to download project instruction file and project start file. -Save project file in Module 3 folder.**  **-Upload start file back into SAM for grading.**  **-You are allowed 5 tries on projects so if your score is low, you may fix the problem(s) and re-upload for a better score.**  **-HONORS STUDENTS ONLY:**  **You will be doing a project lesson for Mail Merge. If you are not enrolled in the Honors CRN, you do not need to do this project in SAM.**  **-Textbook Project - Module 6 - Mail Merge**  **-SAM Training for Mail Merge.**  **-Turn in folder EVERY WEEK in my shared Google Drive “Drag Folders Here”. Something is better than nothing.** | **SAM REAL Exams for Excel Module 1 and Excel Module 2 due by Monday, Feb. 24, 11:59pm.**  **SAM Excel Module 3 textbook project due by Monday, Feb. 24, 11:59pm.**  **SAM Training & Projects for Excel Module 3 are due on Monday, Feb. 24, 11:59pm.**  [**Drag Excel Module 3 folder 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 Monday, Feb. 24, 11:59pm.** |
|  | **9. 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.** |  |