**CIS 100 Week 4 Part 1 Checklist**

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

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| --- | --- | --- | --- | --- |
| **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.** |  |