

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.	1. Use weekly checklist	<input type="checkbox"/>	-Use weekly assignment checklist to check off completed work.	
	2. SAM Practice Excel Exams	<input type="checkbox"/>	-Procedure is same as in previous weeks.	
	3. SAM Excel REAL EXAMS	<input type="checkbox"/>	-Use SAM Excel practice exams for Module 1 and Module 2 to prepare for the 'REAL' exams. Practice exams are <u>not required</u> but are helpful for determining technical problems on your computer BEFORE you attempt the REAL Exams.	
	4. Download folder	<input type="checkbox"/>	-Complete the SAM REAL Exams for Excel Module 1 and Module 2. REAL Exams are <u>required</u> . You are only allowed 1 chance on REAL Exams.	
Week 4 Part 1 begins Friday, February 21.	... Office 2019 textbook 5. Excel Module 3 Analyzing Data & Using Formulas	<input type="checkbox"/>	-Download Excel folder from Watson's Website Folders page for Excel Module 3.	<input type="checkbox"/> SAM REAL Exams for Excel Module 1 and Excel Module 2 due by Monday, Feb. 24, 11:59pm.
		<input type="checkbox"/>	-Folder procedure is same as in previous weeks.	
		<input type="checkbox"/>	-Using the SAM Excel Module 3 Textbook Project file, read and complete the step-by-step instructions in Excel Module 3 chapter.	
		<input type="checkbox"/>	-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.	
		<input type="checkbox"/>	<u>Excel Module 3</u>	
		<input type="checkbox"/>	-Part 1	
		<input type="checkbox"/>	https://www.youtube.com/watch?v=6KSdhybe008	<input type="checkbox"/> SAM Excel Module 3 textbook project due by Monday, Feb. 24, 11:59pm.
		<input type="checkbox"/>	-Part 2	
		<input type="checkbox"/>	https://www.youtube.com/watch?v=t3vXqjYB8Us	
		<input type="checkbox"/>	-Save Module 3 textbook project in Excel Module 3 folder.	
		<input type="checkbox"/>	-Upload completed project into SAM for grading.	
		<input type="checkbox"/>	-Look at graded report and fix original project file.	
		<input type="checkbox"/>	-Then reupload for grading again.	

Instructor reserves the right to make changes as deemed reasonable and/or necessary.

<p>Week 4 Part 1 begins Friday, February 21.</p>	<p>6. SAM Excel Training (required)</p> <p>7. SAM Excel Project (required)</p> <p>***HONORS STUDENTS ONLY</p> <p>8. Turn in folder</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>-SAM Training Excel Module 3 – Read & follow instructions in SAM. Save time, just do ‘Apply’.</p> <p>-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.</p> <p>-Upload start file back into SAM for grading.</p> <p>-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.</p> <p>-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.</p> <p>-Textbook Project - Module 6 - Mail Merge</p> <p>-SAM Training for Mail Merge.</p> <p>-Turn in folder EVERY WEEK in my shared Google Drive “Drag Folders Here”. Something is better than nothing.</p>	<p><input type="checkbox"/> SAM Training & Projects for Excel Module 3 are due on Monday, Feb. 24, 11:59pm.</p> <p><input type="checkbox"/> Drag Excel Module 3 folder into Google Drive “Drag Folders Here” folder by Monday, Feb. 24, 11:59pm.</p>
	<p>9. Blog and email</p>	<input type="checkbox"/> <input type="checkbox"/>	<p>-Check class blog several times a week. Ask questions, read answers/comments on the blog.</p> <p>-Check personal email several times a week.</p>	