CIS 111 Week 4 Part 1 Assignment Checklist

Office 2019 text SAM		M 8	important info Hyperlinks Due date	s	Other info
Date	Topics	✓	Assignments		Due Dates
	1. Use weekly		-Check Week 3 schedule for what is due in Week 4.		
	<u>checklist</u>		-Use checklist to keep track of your completed assignments.		
					□ SAM
	2. SAM		-Use the SAM Practice Exam for Excel Module 1 BEFORE attempting		Module 1
	Practice Exam		the REAL exam.		REAL Exam
Week 4	Excel	П	-SAM 'REAL' Exam for Excel Module 1 – Follow instructions in SAM.		due
Part 1	Module 1		This is a 'REAL' exam. You only get one (1) try. Use	practice exam	Monday,
begins,	3. SAM		first to become familiar with how SAM exams work	(.	Feb. 24,
Friday,	'REAL' Exam				11:59pm.
Feb. 21.	Module 1		These videos will help you understand concepts co	vered in Module	
	(required)		2:		
OS esident			-Flash Fill (Flash Fill is not available on Mac comput	ers.)	
DAY	4. Watch				
	video demos		- <u>Intro to Formulas</u>		
			-Creating Complex Formulas		
			-Apply Conditional Formatting		
			-Modifying Columns, Rows, and Cells		
			Decided England to 2 felder from Wester J. M.	t - l'1 -	
	5. Download		-Download Excel Module 2 folder from Watson's W		
	Excel		-Use the "Folders" link on Watson's Website; then click on the CIS		
	Module 2	_	111 link to display folders for downloading.		
	folder		-Unzip the downloaded folder and <u>label</u> it with <i>'CRN# firstname</i>		
			lastname Module 2'.		☐ Label
			-Delete the zipped folder. You won't need it any lo	nger.	Module 2
	-Login to SAM to download Module 2 textbook project, "Klapor		iect "Vlanere	folder per	
	6. Excel 2019		Engineering.xlsx".	ject, Kiapore	my <u>labeling</u>
	text Mod. 2:		-You must read the chapter for instructions. Other	wise vou won't	protocol.
	Formulas,		know what to do with the "Klapore Engineering"		
	Functions,		-Use the SAM downloaded start file, "Klapore", to		
	Formatting		steps you read in Module 2 chapter in the ebook.	o complete the	
			OR		
			-Watch this YouTube video for Module 2 textbook	project. Work	☐ Module 2 textbook
		ш	along in the project as you watch the video. Otherv	•	
Week 4			textbook written instructions to complete the proje		project due
Part 1			-Module 2		Monday
begins,			https://www.youtube.com/watch?v=hnx6odlcbPl8	&t=3 <u>s</u>	Monday, Feb. 24,
Friday,			-Save Klapore Engineering.xlsx in Module 2 folder.		11:59pm.
Feb. 21.			-Upload Klapore project file for grading in SAM.		_
			-SAM upload window will tell you the expected nar	me for the file,	☐ <u>Drag</u>
OS OSINO		╵	which is different than the text instructions tell you	•	Module 2 folder into
DAY.			-After file is graded by SAM, look at "Klapore" gra		
			-Fix whatever may be wrong and resubmit in SAM i	-	shared Google
			-You have 5 tries on projects. Only highest score co	_	Google Drive
	7. Blog & email	_	-Check Blog and personal email several times a wee	ak	DIIVE