### CIS 111 Week 4 Part 2 Assignment Checklist

**Office 2019 text SAM & important info Hyperlinks Due dates Other info**

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| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 4 Part 2 begins Monday, Feb. 24.**6,700+ Presidents Day Stock Photos, Pictures & Royalty-Free ...**Week 4 Part 2 begins Monday, Feb. 24.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)**2. SAM Training** **Module 2 (required)****3. SAM Project** **Module 2 (required)****4. Turn in folder****5. Read DC** **Ch 2****6. DC Ch 2 Quiz****7.** [**MS Excel Training Links**](https://support.microsoft.com/en-us/office/office-2013-training-8e46a033-1123-46e8-b3b9-57d30f91119f?wt.mc_id=otc_home)**8. Practice Excel Theory exam**  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Check previous schedules for what is due in Week 4.****-Use checklist to keep track of your completed assignments.** **-In SAM, click on SAM Training link for Excel Module 2.** **-Follow instructions in training. You only need to do the ‘Apply’ part of training to get credit.** **-If you have difficulty with a training task, use Observe to learn how SAM expects you to do the training task.****-Module 2 project:** [**Roadrunner Online project video**](https://www.youtube.com/watch?v=baSuedTWBPM&t=6s)**-Follow project instructions in SAM. You have 5 tries to get a perfect score.** **-Save Project file in Module 2 folder.****NOTE: Module 2 REAL Exam is scheduled for next week.****-Close all files inside the module folder.** **-Close the folder, too.** **-Drag your folder to my shared Google Drive.** **-Turning in something is better than turning in nothing.****-In SAM, read Discovering Computers, Chapter 2, “Connecting and Communicating Online: Internet, Websites, Media”.****-In SAM complete the Chapter 2 quiz for *Discovering Computers*.** **-Make sure you have read Chapter 2 before taking the quiz.****-DO NOT OPEN QUIZ UNLESS YOU ARE READY FOR IT. Otherwise you will be blocked from opening it a 2nd time.****-FYI - Microsoft provides training videos for Excel 2013. Although Excel 2013 is an older version of Excel, much of what is covered in the videos applies to Excel 2019 applications.****-Use the** [**Practice Excel Theory Exam**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Excel%201%20Handouts/Excel%20Theory%20Practice%20Exam.pdf) **to prepare for the REAL theory exam, which will be scheduled in a few weeks. Get started on this now so you are prepared when the real theory exam is scheduled.****-FYI – Answers for practice exam are in the textbook. If you don’t know something, look it up and read about it. 😊** | [ ]  **Complete Module 2 SAM training and project by Thursday, Feb. 27, by 11:59pm.****(CAVEAT: DON’T WAIT UNTIL LAST MINUTE.)**[ ]  **Module 2 folder due Thursday, Feb. 27, by 11:59pm.** [**Drag Module 2 folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf)[ ]  **DC Chapter 2 reading & QUIZ must be completed by Thursday, Feb. 27, by 11:59pm.**[ ]  **Begin preparing for Excel Theory Exam.** |
|  | **9. Blog & email** | [ ]  | **-Check** [**Blog**](http://www.blogger.com/) **and personal email several times a week.**  |  |