	CIS 111 Week 5 Part 1 Assignment Checklist		

🟩 Office 2019 text	🟥 SAM & important info	🟦 Hyperlinks	🟪 Due dates	⬛ Other info

Date	Topics	✔	Assignments	Due Dates
Week 5, Friday, Feb. 28	**1. Use weekly checklist** **2. SAM Practice Exam Excel Module 2** **3. SAM 'REAL' Exam Module 2 (required)** **4. Watch videos** **5. Download folder** **6. Module 3: Working with Large Worksheets, Charting, and What-If Analysis (required)**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	-Use checklist to keep track of your completed assignments. -Use the SAM Practice Exam for Excel Module 2 BEFORE attempting the REAL exam. -SAM 'REAL' Exam for Excel Module 2 – Follow instructions in SAM. This is a 'REAL' exam. You only get one (1) try. Use practice exam first to become familiar with how SAM exams work. Even though these videos illustrate a former version of Excel, they still demonstrate how formulas and functions work in spreadsheet software. -Relative vs absolute cell referencing -Formulas and Functions -Names Cell Ranges and Functions -Download, unzip, & label Module 3 Excel folder from Watson's Website, Folders page. -Login to SAM to download textbook project for Module 3. -This chapter will be about the Manola Department Stores business. -"Manola…" instructions are in the Module 3 chapter in the ebook. -Use the SAM project start file to complete steps in Module 3 chapter to create the Manola workbook. **OR** Multitask between watching the YouTube video and using the SAM Start file to complete the project. -Part 1 https://www.youtube.com/watch?v=x9d0W25dUUI -Part 2 begins with some general instruction and begins Manolo part 2 around the 5 minute mark: https://www.youtube.com/watch?v=AoyHFi8n19Q NOTE: The video was recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by SAM. -SAM upload window will tell you the expected name for the file, which is different than the text instructions tell you. -After file is graded by SAM, look at the graded report. -Fix whatever may be wrong. -Resubmit in SAM for better score. You have 5 tries on projects. Only highest score counts.	☐ **SAM REAL Exam for Excel Module 2 due by Monday, March 3, 11:59pm. (DON'T WAIT UNTIL LAST MINUTE.)** ☐ **Watch videos.** ☐ **Label Excel Module 3 folder.** ☐ **SAM textbook project for Module 3 due by Monday, March 3, 11:59pm.**
	7. Blog & email	☐	-Check Blog and personal email several times a week.	