### CIS 111 Week 5 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 5, Monday,****March 3.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)**2. SAM Training****3. SAM Project****4. Turn in folder****5. DC Ch. 3****6. DC QUIZ 3 – “Computers and Mobile Devices”****(Required)****7. Practice Excel Theory Exam** **8. FYI: Microsoft resources** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Use checklist to keep track of your completed assignments.** **-Complete the** [**SAM Training**](https://www.youtube.com/watch?v=yh8Ep7V8Bo4) **for Module 3.** **- Complete the SAM Excel Project for Module 3,** [**Raybridge Recruiting**](https://www.youtube.com/watch?v=xNlLznGS6Sw)**. Follow SAM instructions.****-Close all files inside the module folder.** **-Close the folder, too.** **-Drag your folder to my shared Google Drive.** **-Use ebook in SAM to read Chapter 3 in DISCOVERING COMPUTERS, “Computers and Mobile Devices”.****-Complete the SAM DC Quiz 3. Make sure you read the chapter first. You only get one try on quizzes.****-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.** **NOTE: Real Theory Exam will be scheduled next week.****-Use** [**MS Excel Training Links**](https://support.office.com/en-us/excel) **if you have difficulty with Excel concepts.** | [ ]  **Module 3 training and project due by Thursday, March 6, 11:59pm.**[ ]  **Module 3 folder due by Thursday, March 6, 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 Ch 3 Quiz in SAM due Thursday, March 6, 11:59pm.****(DO NOT WAIT UNTIL THE LAST MINUTE.)**[ ]  **Prepare for Excel Theory Exam.** |
|  | **9. Blog & email** | [ ] [ ]  | **-Check** [**Blog**](http://www.blogger.com/) **several times a week.** **-Check personal email several times a week.** |  |