### CIS 111 Week 2 Part 2 Assignment Checklist

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

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| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 2 Part 2 begins**  **Thursday,**  **April 17.**  **Easter bunnies**  **Reminder: The Easter Holiday is Sunday, April 20, so schedule your work accordingly.**  **Week 2 Part 2 begins**  **Thursday,**  **April 17.**  **Easter bunnies**  **Reminder: The Easter Holiday is Sunday, April 20, so schedule your work accordingly.** | **1.** [**Use weekly checklists**](https://youtu.be/thDtf0ajU2s)  **2. SAM Training**  **(required)**  **3. SAM Project (required)**  **4. Turn in folder**  **5. SAM Practice Exam Excel**  **Module 1**  **6. SAM ‘REAL’ Exam Module 1 (required)**  **7. Watch video demos**  **8. Download Excel**  **Module 2 folder**  **9. Excel 2019 text Mod. 2:**  **Formulas, Functions, Formatting (Required)**  **10. DC Chapter 2**    **11. DC Quiz 2** |  | **-Reminder: HTML folder with lessons 1-6 – If you haven’t turned the HTML folder in, do it now.**  **-In SAM, click on SAM Training link for Excel Module 1.**  **-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 mode in Training to learn how to do the training task.**  **-Download SAM project instruction file for Excel Module 1, New Era Medical. Save in Excel Module 1 folder.**  **-Download start file for SAM project Excel Module 1, New Era Medical. Save in Excel Module 1 folder.**  **-Follow instruction file to complete the New Era Medical.xlsx file. When finished, upload New Era Medical.xlsx into SAM for grading.**  **Or**  **-Multitask between watching a YouTube video and using the SAM Start file to complete the project.**  [**New Era Medical**](https://www.youtube.com/watch?v=xn1ErB54H50).  **-You are allowed 5 tries on projects so if your score is low, download graded report to see what is wrong and fix the original project file. Then re-upload for a better score.**  **-Projects are required. They are worth 10% of your final grade.**  **-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.**  **-Use the SAM Practice Exam for Excel Module 1 BEFORE attempting the REAL exam.**  **-SAM ‘REAL’ Exam for Excel Module 1 – 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.**  **These videos will help you understand concepts covered in Module 2:**  -[**Flash Fill**](https://www.youtube.com/watch?v=1KimYFzET1w) **(Flash Fill is not available on Mac computers.)**  -[**Excel Functions**](http://www.gcflearnfree.org/excel2016/functions/1/)  -[**Intro to Formulas**](http://www.gcflearnfree.org/excel2016/intro-to-formulas/1/)  -[**Creating Complex Formulas**](http://www.gcflearnfree.org/excel2016/creating-more-complex-formulas/1/)  -[**Apply Conditional Formatting**](http://www.gcflearnfree.org/excel2016/conditional-formatting/1/)  -[**Modifying Columns, Rows, and Cells**](http://www.gcflearnfree.org/excel2016/modifying-columns-rows-and-cells/1/)  **-Download Excel Module 2 folder from Watson’s Website.**  **-Use the “**[**Folders**](https://watsonswebsite.com/folders/folders.html)**” link on Watson’s Website; then click on the CIS 111 link to display folders for downloading.**  **-Unzip the downloaded folder and** [**label**](https://www.youtube.com/watch?v=CP8aWhL1PRk) **it with ‘*CRN firstname lastname Module 2’.***  **-Delete the zipped folder. You won’t need it any longer.**  **-**[**Login to SAM**](https://sam.cengage.com/App/login?ReturnUrl=%2fLogin.aspx) **to download Module 2 textbook project, “Klapore Engineering.xlsx”. (Allow 1.5 hrs.)**  **-You must read the chapter for instructions. Otherwise, you won’t know what to do with the “Klapore Engineering….” Start file.**  **-Use the SAM downloaded start file, “Klapore…”, to complete the steps you read in Module 2 chapter in the ebook.**  **OR**  **-Watch this YouTube video for Module 2 textbook project. Work along in the project as you watch the video. Otherwise use the textbook written instructions to complete the project.**  **-Module 2**  [**https://www.youtube.com/watch?v=hnx6odIcbPI&t=3s**](https://www.youtube.com/watch?v=hnx6odIcbPI&t=3s)  **-Save Klapore Engineering.xlsx in Module 2 folder.**  **-Upload Klapore project file for grading in 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 “Klapore…” graded report.**  **-Fix whatever may be wrong and resubmit in SAM for higher score.**  **-You have 5 tries on projects. Only highest score counts.**  **-In SAM, read Discovering Computers, Chapter 2, “Connecting and Communicating Online: Internet, Websites, Media”.**  **-Complete the quiz for DC Chapter 2, “Connecting and Communicating Online: Internet, Websites, Media”.** | **Reminder:** [**Drag HTML Exam folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **by Thursday,**  **April 17, midnight.**  **SAM training due by Monday, April 21, midnight.**  **SAM project due by Monday, April 21, midnight.**  [**Drag Excel Module 1 folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **by Monday, April 21, midnight.**  **SAM Module 1 REAL Exam due Monday, April 21, midnight.**  **Label Module 2 folder per my** [**labeling**](https://www.youtube.com/watch?v=CP8aWhL1PRk) **protocol.**  **Module 2 textbook project due by Monday, April 21, midnight.**  [**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) **by Monday, April 21, midnight.**  **DC Ch 2 Quiz in SAM due Monday, April 21, midnight.**  **(DO NOT WAIT UNTIL THE LAST MINUTE.)** |
|  | **12. Blog & Email** |  | **-Check** [**Blog**](http://www.blogger.com/) **several times a week.**  **-Check personal email several times a week.** |