


CIS 111 Week 2 Part 2 Assignment Checklist

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

[illegible]

<p>Week 2 Part 2 begins Thursday, April 17.</p>  <p>Reminder: The Easter Holiday is Sunday, April 20, so schedule your work accordingly.</p>	<p>8. Download Excel Module 2 folder</p>		<ul style="list-style-type: none"> <input type="checkbox"/> -Download Excel Module 2 folder from Watson’s Website. <input type="checkbox"/> -Use the “Folders” link on Watson’s Website; then click on the CIS 111 link to display folders for downloading. <input type="checkbox"/> -Unzip the downloaded folder and label it with ‘CRN <i>firstname lastname Module 2</i>’. <input type="checkbox"/> -Delete the zipped folder. You won’t need it any longer. 	<input type="checkbox"/> Label Module 2 folder per my labeling protocol.
	<p>9. Excel 2019 text Mod. 2: Formulas, Functions, Formatting (Required)</p>		<ul style="list-style-type: none"> <input type="checkbox"/> -Login to SAM to download Module 2 textbook project, “Klapore Engineering.xlsx”. (Allow 1.5 hrs.) <input type="checkbox"/> -You must read the chapter for instructions. Otherwise, you won’t know what to do with the “Klapore Engineering....” Start file. <input type="checkbox"/> -Use the SAM downloaded start file, “Klapore...”, to complete the steps you read in Module 2 chapter in the ebook. OR <input type="checkbox"/> -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. <input type="checkbox"/> -Module 2 https://www.youtube.com/watch?v=hnx6odlcbPI&t=3s <input type="checkbox"/> -Save Klapore Engineering.xlsx in Module 2 folder. <input type="checkbox"/> -Upload Klapore project file for grading in SAM. <input type="checkbox"/> -SAM upload window will tell you the expected name for the file, which is different than the text instructions tell you. <input type="checkbox"/> -After file is graded by SAM, look at “Klapore...” graded report. <input type="checkbox"/> -Fix whatever may be wrong and resubmit in SAM for higher score. <input type="checkbox"/> -You have 5 tries on projects. Only highest score counts. 	<input type="checkbox"/> Module 2 textbook project due by Monday, April 21, midnight.
	<p>10. DC Chapter 2</p>		<p>-In SAM, read Discovering Computers, Chapter 2, “Connecting and Communicating Online: Internet, Websites, Media”.</p>	
	<p>11. DC Quiz 2</p>		<p>-Complete the quiz for DC Chapter 2, “Connecting and Communicating Online: Internet, Websites, Media”.</p>	<input type="checkbox"/> Drag Module 2 folder into shared Google Drive by Monday, April 21, midnight.
	<p>12. Blog & Email</p>		<ul style="list-style-type: none"> <input type="checkbox"/> -Check Blog several times a week. <input type="checkbox"/> -Check personal email several times a week. 	<input type="checkbox"/> DC Ch 2 Quiz in SAM due Monday, April 21, midnight. (DO NOT WAIT UNTIL THE LAST MINUTE.)