### CIS 111 Week 3 Part 1 Assignment Checklist

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

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| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 3 Part 1 begins Monday, April 21.**  **Week 3 Part 1 begins Monday, April 21.**  **Week 3 Part 1 begins Monday, April 21.**  **Week 3 Part 1 begins Monday, April 21.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. SAM Training**  **Module 2 (required)**  **3. SAM Project**  **Module 2 (required)**  **4.REAL EXAM (Required)**  **5. Watch videos**  **6. Download folder**  **7. Excel Module 3**  **8. Turn in folder**  **9. DC Chapter**    **10. DC Quiz 3**  **11. Practice Excel Theory exam**  **12. FYI** |  | **-Check Week 3 checklists 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’ mode of training to get credit. (Allow 30 min.**  **-If you have difficulty with a training task, use Observe mode 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) **(Allow 20-30 min.)**  **-Follow project instructions in SAM. You have 5 tries to get a perfect score.**  **-Save Project file in Module 2 folder.**  **-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**](https://www.youtube.com/watch?v=NmVMjQzseLA)  **-**[**Formulas and Functions**](http://www.youtube.com/watch?v=dwkRWlQyZJY)  **-**[**Names Cell Ranges and Functions**](https://www.youtube.com/watch?v=D1RcsFBJKYU&feature=relmfu)  **-Download, unzip, & label Module 3 Excel folder from Watson’s Website,** [**Folders**](https://watsonswebsite.com/folders/folders.html) **page.**  **-**[**Login to SAM**](https://sam.cengage.com/App/login?ReturnUrl=%2fLogin.aspx) **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**](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**](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.**  **-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, “Connecting and Communicating Online: Internet, Websites, Media”.**  **-Complete the quiz for DC Chapter 3, “Connecting and Communicating Online: Internet, Websites, Media”.**  **-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.**  **-NOTE: Answers for practice exam are in the ebook. If you don’t know something, look it up and read about it. 😊**  **-FYI - -Use** [**MS Excel Training Links**](https://support.office.com/en-us/excel) **if you have difficulty with Excel concepts.** | **Module 2 training and project due by Thursday, April 24, by midnight.**  **SAM Module 2 REAL Exam due Thursday, April 24, by midnight.**  **Module 3 Manola project due by**  **Thursday, April 24, by midnight.**  **Module 3 folder due by Monday, April 24, by midnight.**  [**Drag Module 3 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 Monday, April 24, by midnight.**  **Prepare for Excel Theory Exam.** |
|  | **13. Blog & email** |  | **-Check** [**Blog**](http://www.blogger.com/) **and personal email several times a week.** |  |