### 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.**  |  |