### CIS 111 Week 3 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 3 Part 2 begins Thursday,****April 24.****Week 3 Part 2 begins Thursday,****April 24.****Week 3 Part 2 begins Thursday,****April 24.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)**2. SAM Training** **3. SAM Project****4.REAL EXAM (Required)****5. Watch videos****6. Download folder****7. Module 4 – Financial Functions, Data Tables, & Amortization Schedules****(required)****8. Turn in folder****9. DC Ch 4****10. DC QUIZ 4****11. Practice Excel Theory exam** **12. FYI: Microsoft resources** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Check previous checklists for what is due in Week 3.****-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.****-Use the SAM Practice Exam for Excel Module 3 BEFORE attempting the REAL exam.****-SAM ‘REAL’ Exam for Excel Module 3 – 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 4 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 4. This chapter will be about the Cranford Mortgage business.** **-“Cranford…” instructions are in the Module 4 chapter in the textbook.** **-Use the SAM project start file to complete steps in Module 4 chapter to create the Cranford workbook.****OR****-Multitask between watching the YouTube video and using the SAM Start file to complete the project.****-NOTE: Project instructions tell you to use the Feathered theme. If you cannot find the Feathered theme, use the Mesh theme.****-Part 1**[**https://www.youtube.com/watch?v=aX04YZzZ4iM**](https://www.youtube.com/watch?v=aX04YZzZ4iM)**-Part 2**[**https://www.youtube.com/watch?v=mfw5L2E-xEw**](https://www.youtube.com/watch?v=mfw5L2E-xEw)**- 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 and resubmit in SAM for better score. You have 5 tries on projects. Only highest score counts. You must read the chapter for instructions.****-Close all files inside the module folder.** **-Close the folder, too.** **-Drag your folder to my shared Google Drive.** **- Read Chapter 4 in Discovering Computers, “Programs & Apps”.****- Complete the SAM DC Quiz 4, – “Programs & Apps…“.****-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.****-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 3 training and project due by Monday, April 28, by midnight.**[ ]  **SAM Module 3 REAL Exam due Monday, April 28, by midnight.**[ ]  **Module 4 project due by** **Monday, April 28, by midnight.**[ ]  **Module 4 folder due by Monday, April 28, by midnight.**[**Drag Module 4 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 4 Quiz in SAM due Monday, April 28, by midnight.** [ ]  **Prepare for Excel Theory Exam.** |
|  | **13. Blog & Email** | [ ] [ ]  | **-Check** [**Blog**](http://www.blogger.com/) **several times a week.** **-Check personal email several times a week.** |  |