### CIS 111 Week 4 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 4 Part 1 begins, Monday, April 28.**  **Week 4 Part 1 begins, Monday, April 28.**  **Week 4 Part 1 begins, Monday, April 28.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. SAM Training**  **3. SAM Project**  **4. SAM Practice Exam**  **5. SAM ‘REAL’ Exam (required)**  **6. Watch video demos**  **7. Download folder**  **8. Excel Module 5:**  **Working with Multiple Worksheets and Workbooks (required)**  **9. Turn in folder**  **10. SAM REAL Excel Theory Exam**  **(required)**  **11. Watch videos**  **12. DC Chapter 5**  **13. SAM DC QUIZ Ch. 5**  **14. FYI videos** |  | **-Check previous checklists for what is due in Week 4.**  **-Use checklist to keep track of your completed assignments.**  **- SAM Training for Module 4**  **-SAM Project for Module 4 –** [**Smith & Lyngate Insurance**](https://www.youtube.com/watch?v=LkYhcpQc5pM)  **-Use the SAM Practice Exam for Excel Module 4 BEFORE attempting the REAL exam.**  **-SAM ‘REAL’ Exam for Excel Module 4**  **These videos are related to topics covered in Excel Module 5:**  **-**[**ROUND Function**](https://www.youtube.com/watch?v=etpBHYuSimA)  **-**[**Excel Custom Number Format**](https://www.youtube.com/watch?v=E3Q5LA6DNZM)  **-**[**Total data on multiple worksheets**](https://www.youtube.com/watch?v=IRtgIfIfAHE)  **-**[**Use 3-D cell references**](https://www.youtube.com/watch?v=WmrqEP2eE48)  **-**[**Multiple worksheets calculations and functions**](http://www.youtube.com/watch?v=ldXtAYCnTZE)  **-**[**Headers and footers**](https://www.youtube.com/watch?v=QIr5ASh5Ea0)  **-**[**Linking workbooks**](https://www.youtube.com/watch?v=6vSnzCOiumY)  **-**[**Working with multiple worksheets**](https://www.youtube.com/watch?v=ive2m7fzCSY)  **-Download, unzip, & label Module 5 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 start file for Module 5, Module 5 for M&S Provisions Consolidated Expenses.**  **- Use “M&S Provisions…” start file to complete steps in Module 5 chapter.**  **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=t18R\_K9UuxY**](https://www.youtube.com/watch?v=t18R_K9UuxY)  **-Part 2**  [**https://www.youtube.com/watch?v=QZGL-qxwLC4**](https://www.youtube.com/watch?v=QZGL-qxwLC4)  **-Part 3**  [**https://www.youtube.com/watch?v=ZwlpaF-BZss**](https://www.youtube.com/watch?v=ZwlpaF-BZss)  **NOTE: The videos were recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by SAM.**  **- Upload project file to SAM for grading.**  **- Look at the graded report.**  **-Fix whatever may be wrong.**  **-Resubmit in SAM for better score.**  **-Close all files inside the module folder.**  **-Close the folder, too.**  **-Drag your folder to my shared Google Drive.**  **-Complete the SAM REAL Excel Theory Exam**  **-NOTE: “Required” will not be listed for SAM assignments in future weekly schedules, but you should know by now that they are REQUIRED.**  **Videos related to topics in DC Chapter 5:**  **-** [**Securing Your Wifi Network**](https://www.youtube.com/watch?v=_WHynHcXm7c)  **-** [**Edward Snowden on Passwords**](https://www.youtube.com/watch?v=yzGzB-yYKcc)  **-** [**Kaspersky Cybermap**](https://cybermap.kaspersky.com/)  **-** [**Computer Viruses**](https://www.youtube.com/watch?v=aeA7rDq4CnM)  **-** [**Five Ways to Check for Viruses**](https://www.youtube.com/watch?v=rdG-rBKZrFw)  **- Read Discovering Computers Chapter 5, “Digital Security, Ethics, & Privacy”.**  **-Complete the SAM DC Quiz Ch. 5, “Digital Security, Ethics, and Privacy…”.**  **You might find these YouTube videos interesting:**  **-** [**How to find programs and apps in Windows 10**](https://www.youtube.com/watch?v=HYZ215Ref48)  **-** [**Useful Windows Apps**](https://www.youtube.com/watch?v=p6X4RBOBX_I)  **-** [**Personal Finance Apps**](https://www.youtube.com/watch?v=IB2P6_AKw-w) | **Module 4 training and project due by Thursday, May 1, midnight.**  **SAM Module 4 REAL Exam due Thursday, May 1, midnight.**  **Module 5 textbook project due by Thursday, May 1, midnight.**  **Folder due Thursday, May 1, midnight.**  [**Drag Module 5 folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf)  **SAM REAL Excel Theory Exam due Thursday, May 1, midnight.**  **Complete reading for DC Chapter 5 by May 1.**  **DC Ch 5 Quiz due Thursday, May 1, midnight.** |
|  | **15. Blog & email** |  | **-Check** [**Blog**](http://www.blogger.com/) **and personal email several times a week.** |  |