

CIS 111 Week 4 Part 1 Assignment Checklist

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

Date	Topics	✓	Assignments	Due Dates
Week 4 Part 1 begins, Monday, April 28.	1. Use weekly checklist	<input type="checkbox"/>	-Check previous checklists for what is due in Week 4.	<input type="checkbox"/> Module 4 training and project due by Thursday, May 1, midnight. <input type="checkbox"/> SAM Module 4 REAL Exam due Thursday, May 1, midnight.
	2. SAM Training	<input type="checkbox"/>	-Use checklist to keep track of your completed assignments.	
	3. SAM Project	<input type="checkbox"/>	- SAM Training for Module 4	
	4. SAM Practice Exam	<input type="checkbox"/>	-SAM Project for Module 4 – Smith & Lyngate Insurance	
	5. SAM 'REAL' Exam (required)	<input type="checkbox"/>	-Use the SAM Practice Exam for Excel Module 4 BEFORE attempting the REAL exam.	
	6. Watch video demos	<input type="checkbox"/>	-SAM 'REAL' Exam for Excel Module 4	
	7. Download folder	<input type="checkbox"/>	These videos are related to topics covered in Excel Module 5:	
	8. Excel Module 5: Working with Multiple Worksheets and Workbooks (required)	<input type="checkbox"/>	- ROUND Function	
		<input type="checkbox"/>	- Excel Custom Number Format	
		<input type="checkbox"/>	- Total data on multiple worksheets	
Week 4 Part 1 begins, Monday, April 28.		<input type="checkbox"/>	- Use 3-D cell references	<input type="checkbox"/> Module 5 textbook project due by Thursday, May 1, midnight.
		<input type="checkbox"/>	- Multiple worksheets calculations and functions	
		<input type="checkbox"/>	- Headers and footers	
		<input type="checkbox"/>	- Linking workbooks	
		<input type="checkbox"/>	- Working with multiple worksheets	
		<input type="checkbox"/>	-Download, unzip, & label Module 5 Excel folder from Watson's Website, Folders page.	
		<input type="checkbox"/>	- Login to SAM to download textbook project start file for Module 5, Module 5 for M&S Provisions Consolidated Expenses.	
		<input type="checkbox"/>	- Use "M&S Provisions..." start file to complete steps in Module 5 chapter.	
		<input type="checkbox"/>	OR Multitask between watching the YouTube video and using the SAM Start file to complete the project.	
		<input type="checkbox"/>	-Part 1 https://www.youtube.com/watch?v=t18R_K9UuxY	
		<input type="checkbox"/>	-Part 2 https://www.youtube.com/watch?v=QZGL-qxwLC4	
		<input type="checkbox"/>	-Part 3 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.	
		<input type="checkbox"/>	- Upload project file to SAM for grading.	
		<input type="checkbox"/>	- Look at the graded report.	
		<input type="checkbox"/>	-Fix whatever may be wrong.	
		<input type="checkbox"/>	-Resubmit in SAM for better score.	

Week 4 Part 1 begins, Monday, April 28.	9. Turn in folder	<input type="checkbox"/> -Close all files inside the module folder. <input type="checkbox"/> -Close the folder, too. <input type="checkbox"/> -Drag your folder to my shared Google Drive.	<input type="checkbox"/> Folder due Thursday, May 1, midnight. Drag Module 5 folder into shared Google Drive
	10. SAM REAL Excel Theory Exam (required)	<input type="checkbox"/> -Complete the SAM REAL Excel Theory Exam <input type="checkbox"/> -NOTE: "Required" will not be listed for SAM assignments in future weekly schedules, but you should know by now that they are REQUIRED.	<input type="checkbox"/> SAM REAL Excel Theory Exam due Thursday, May 1, midnight.
	11. Watch videos	Videos related to topics in DC Chapter 5: <input type="checkbox"/> - Securing Your Wifi Network <input type="checkbox"/> - Edward Snowden on Passwords <input type="checkbox"/> - Kaspersky Cybermap <input type="checkbox"/> - Computer Viruses <input type="checkbox"/> - Five Ways to Check for Viruses	<input type="checkbox"/> Complete reading for DC Chapter 5 by May 1.
	12. DC Chapter 5	<input type="checkbox"/> - Read Discovering Computers Chapter 5, "Digital Security, Ethics, & Privacy".	<input type="checkbox"/> DC Ch 5 Quiz due Thursday, May 1, midnight.
	13. SAM DC QUIZ Ch. 5	<input type="checkbox"/> -Complete the SAM DC Quiz Ch. 5, "Digital Security, Ethics, and Privacy...".	
	14. FYI videos	You might find these YouTube videos interesting: <input type="checkbox"/> - How to find programs and apps in Windows 10 <input type="checkbox"/> - Useful Windows Apps <input type="checkbox"/> - Personal Finance Apps	
	15. Blog & email	<input type="checkbox"/> -Check Blog and personal email several times a week.	