### CIS 111 Week 4 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 4 Part 2 begins Thursday, May 1.****Week 4 Part 2 begins Thursday, May 1.****Week 4 Part 2 begins Thursday, May 1.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)**2. SAM Training** **3. SAM Project** **4. SAM Practice Exam****5. SAM REAL Exam****6. Watch videos****7. Download folder****8. Excel Module 6:****Creating, Sorting, and Querying a Table****(required)****9. Turn in folder****10. Watch videos****11. DC Ch 6, “Computing Components”****12. SAM DC Quiz Ch 6** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Use checklist to keep track of your completed assignments.** **-Always do assignments in the order listed below.****-Complete the SAM Training for Module 5****-Complete the SAM Project for Module 5 –** [**Media Hub**](https://www.youtube.com/watch?v=TaarhkQ45x4) **(Turn on video CC to better understand presenter’s voice.)****- SAM Module 5 practice exam is not required but strongly recommended.** **- SAM REAL Exam for Module 5. Unlike practice exams, you get only one try on ‘REAL’ exams.****These videos are related to topics covered in Excel Module 6:****-**[**Use database functions in Excel**](http://www.youtube.com/watch?v=1H86OvHxGLE)**-[Vlookup function](http://www.youtube.com/watch?v=PFvek64sHf8" \t "_blank)** **-**[**Sorting and filtering data**](http://www.youtube.com/watch?v=dgQyifxJM8A)**-**[**Explanation of Match and Index function**](http://www.youtube.com/watch?v=59c60PWsZjI)**-**[**Match and Index functions**](http://www.youtube.com/watch?v=Ue1FzZ0s9TI)**-**[**COUNTIF, SUMIF, or AVERAGEIF functions**](https://www.youtube.com/watch?v=YqF62MDY7ts)**-Download, unzip, & label Excel Module 6 from Watson’s Website.****-Download Textbook Project Module 6 in SAM.** **-Use Start file to complete Bank Account Managers workbook.****-NOTE: If you run into a #SPILL! error, click** [**here**](https://support.microsoft.com/en-us/office/how-to-correct-a-spill-error-ffe0f555-b479-4a17-a6e2-ef9cc9ad4023?ui=en-us&rs=en-us&ad=us)**.****OR****Multitask between watching the YouTube video and using the SAM Start file to complete the project.****-Caveat: Sound quality is poor, but all are closed-captioned.****-Part 1 – Create a table – 11 min.****[https://www.youtube.com/watch?v=t20\_wz7fzt0&t=309s](https://www.youtube.com/watch?v=XlDnvTMgVDM" \t "_blank)****-Part 2 – Lookup tables – 10 min.****[https://www.youtube.com/watch?v=h2\_gxgvImQY](https://www.youtube.com/watch?v=uukNakycC5M" \t "_blank)****-Part 3 – Create calculated fields – 6 min.**[**https://www.youtube.com/watch?v=2DLNcHeK\_xA**](https://www.youtube.com/watch?v=2DLNcHeK_xA)**-Part 4 – Conditional Formatting, Total Rows, and Printing – 5 min.**[**https://www.youtube.com/watch?v=wQbqm\_E4mKU**](https://www.youtube.com/watch?v=wQbqm_E4mKU)**-Part 5 – Sorting a table – 10 min.**[**https://www.youtube.com/watch?v=lQdkCZTBjf8**](https://www.youtube.com/watch?v=lQdkCZTBjf8)**-Part 6 – Criteria and extract ranges – 6 min.**[**https://www.youtube.com/watch?v=z2JyKDp5QKU**](https://www.youtube.com/watch?v=z2JyKDp5QKU)**-Part 7 – Database functions – 17 min.**[**https://www.youtube.com/watch?v=Xhsfg3wTM7E**](https://www.youtube.com/watch?v=Xhsfg3wTM7E)**-Part 8 – Summarizing data – 10 min.**[**https://www.youtube.com/watch?v=QJx4aisYyfM&t=29s**](https://www.youtube.com/watch?v=QJx4aisYyfM&t=29s)**-Instructions are in Module 6 in textbook.** **-Upload in SAM for grading.****-Save Module 6 files in Module 6 folder.****-Close all files inside the module folder.** **-Close the folder, too.** **-Drag your folder to my shared Google Drive.** **-**[**Computing Components**](https://www.youtube.com/watch?v=IXwCMK1UG5g)**-**[**The Internet of Things - IoT**](https://www.youtube.com/watch?v=mzy84Vb_Gxk)**-**[**Screen-cleaning Spray**](https://www.youtube.com/watch?v=M0AzXNFJkiE)**-Read Chapter 6 in DC – “Inside Computers and Mobile Devices: Exploring the Components”.** **-Complete the SAM DC Quiz 6 after reading Module 6 in DC.** | [ ]  **SAM training & project due Monday, May 5, midnight.**[ ]  **SAM Module 5 Real Exam due Monday, May 5, midnight.**[ ]  **SAM Excel Module 6 textbook assignment due Monday, May 5, midnight.** [ ]  **Module 6 folder due Monday, May 5, midnight.**[**Drag Module 6 folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf)[ ]  **Complete the reading for DC Chapter 6 before May 5.**[ ]  **DC Quiz Ch 6 in SAM due Monday, May 5, midnight.** |
|  | **13. Blog & email** | [ ]  | **-Check** [**Blog**](http://www.blogger.com/) **and personal email several times a week.**  |  |