

CIS 111 Week 4 Part 2 Assignment Checklist

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

Date	Topics	✓	Assignments	Due Dates
Week 4 Part 2 begins Thursday, May 1.	1. Use weekly checklist	☐	-Use checklist to keep track of your completed assignments.	☐ SAM training & project due Monday, May 5, midnight. ☐ SAM Module 5 Real Exam due Monday, May 5, midnight.
	2. SAM Training	☐	-Always do assignments in the order listed below.	
	3. SAM Project	☐	-Complete the SAM Training for Module 5	
	4. SAM Practice Exam	☐	-Complete the SAM Project for Module 5 – Media Hub (Turn on video CC to better understand presenter's voice.)	
	5. SAM REAL Exam	☐	- SAM Module 5 practice exam is not required but strongly recommended.	
	6. Watch videos	☐	- SAM REAL Exam for Module 5. Unlike practice exams, you get only one try on 'REAL' exams.	
Week 4 Part 2 begins Thursday, May 1.	7. Download folder		These videos are related to topics covered in Excel Module 6:	☐ SAM Excel Module 6 textbook assignment due Monday, May 5, midnight.
		☐	-Use database functions in Excel	
		☐	-Vlookup function	
		☐	-Sorting and filtering data	
		☐	-Explanation of Match and Index function	
		☐	-Match and Index functions	
		☐	-COUNTIF, SUMIF, or AVERAGEIF functions	
	8. Excel Module 6: Creating, Sorting, and Querying a Table (required)	☐	-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 .	
			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	
		☐	-Part 2 – Lookup tables – 10 min. https://www.youtube.com/watch?v=h2_gxgvImQY	
		☐	-Part 3 – Create calculated fields – 6 min. https://www.youtube.com/watch?v=2DLNcHeK_xA	
		☐	-Part 4 – Conditional Formatting, Total Rows, and Printing – 5 min. https://www.youtube.com/watch?v=wQbgm_E4mKU	
		☐	-Part 5 – Sorting a table – 10 min. https://www.youtube.com/watch?v=lQdkCZTBif8	
		☐	-Part 6 – Criteria and extract ranges – 6 min. https://www.youtube.com/watch?v=z2JyKDP5QKU	

Week 4 Part 2 begins Thursday, May 1.	9. Turn in folder 10. Watch videos 11. DC Ch 6, "Computing Components" 12. SAM DC Quiz Ch 6	☐ -Part 7 – Database functions – 17 min. https://www.youtube.com/watch?v=Xhsfg3wTM7E ☐ -Part 8 – Summarizing data – 10 min. 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 ☐ -The Internet of Things - IoT ☐ -Screen-cleaning Spray ☐ -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.	☐ Module 6 folder due Monday, May 5, midnight. Drag Module 6 folder into shared Google Drive ☐ 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 and personal email several times a week.	