CIS 111 Week 5 Part 1 Assignment Checklist

Office 2019 text SAM 8		& im	portant info	Hyperlinks	Due dates	Other info
Date	Topics	✓	Assignments			Due Dates
	1. Use weekly		-Use checklist			
	checklist		-Always do as	signments in the	order listed below.	
Week 5, Part 1,	2. SAM Training		-SAM Excel Tr	aining for Modul	le 6	☐ SAM training and project due
begins			-SAM Excel Pr	roiect for Module	e 6 – Murray Medical	Thursday, May
Monday, May 5	3. SAM Project					8, midnight.
Iviay 5	4. SAM Practice		-Use the SAM	Practice Exam to	prepare for Module 6.	☐ SAM Module
	exam 5. SAM Real		-Complete the	e SAM Real Exam	for Module 6.	6 Real Exam
	Exam		-			due Thursday,
	6. Watch videos					May 8,
			- <u>Templates</u>			midnight.
			-Importing Da			
			-Creating Sma			
			-3D Reference			
		╽	-How to Do 3	D References		
	7. Download		-Download Fx	cel Module 7 fro	m Watson's Website.	
	folder				my labeling protocol.	
	Tolder			•	,	
				_	Module 7 in SAM.	
	O. Freed			to complete Mo		
	8. Excel Module 7:		-	sis.xlsx (workboo	(template file) and	
	Creating	П	_	•	submit to SAM for grading.	
	Templates,			=	the YouTube videos and using	
	Importing Data,		the SAM Start	t file to complete	the project files.	☐ Excel Module
Week 5,	Working with			-	another teacher. Use the	6 textbook
Part 1, begins	Images				rors after your project is	project due
Monday,			graded by SA		ou watch the videos.	Thursday, May
May 5			-work along i	ii tile project as y	you water the videos.	8, midnight.
-			-Part 1 – Tem	plates – 19 min.		
			https://www	.youtube.com/w	atch?v=fH2aP bmDuw	
			-	orting Data – 23 r		
					atch?v=qCHb7Smb -U	
				_	ysis Gallery – 9 min.	
				rting a Bar Chart	atch?v=r0oZGOrwYtg - 8 min.	
		_		_	atch?v=BuD8CnBtpm0	
				rtArt Graphics – :		
					atch?v=V89zrtBcF9U	
				Boxes and More		
			https://www	<u>.youtube.com/w</u>	atch?v=FHdm2HvzQM8	

Week 5, Part 1, begins Monday, May 5	9. Turn in folder	 -Save both (.xlsx and .xltx) files in Module 7 folder. -Upload MISalesAnalysis.xlsx (workbook file) in SAM for grading. -Close all files inside the module folder. -Close the folder, too. -Drag your folder to my shared Google Drive. 	☐ Module 7 folder due Thursday, May 8, midnight. Drag Module 7 folder into shared Google Drive
	10. DC Ch 7	 -Read Chapter 7 in DC – "Input and Output".	☐ Complete DC Ch 7 reading before
	Quiz Ch 7		attempting Quiz 7. ☐ SAM DC Quiz
	12. Regarding MS Access	-If your version of Office 365 does not have MS Access 2019 software required for CIS 111, login to this class in Canvas to use AppStream for Office 365 software on campus. -If you use a Google Chromebook computer, you will need to use Canvas AppStream for Office 365 software and Windows 10. -If you have the free version of Office 365, it does not have MS Access. You will need to use Canvas AppStream for	for Ch 7 due Thursday, May 8, midnight.
		Office 365 softwareOCC MBCC Computing Lab has Access software. Call 714.432.5634 for hours of operation.	
	13. Blog & email	-Check Blog and personal email several times a week.	