

CIS 100 Week 4 Part 2 Checklist

■ Office 2019 text
 ■ Exams, quizzes, important info
 ■ Hyperlinks
 ■ Due Dates
 ■ Comments

Date	Topic	✓	Assignments	Due Dates
Week 4 Part 2 begins Thursday, Feb. 26.	1. Use weekly checklist	<input type="checkbox"/>	-Use weekly assignment checklist to check off completed work.	
	2. SAM Practice Excel Exam	<input type="checkbox"/>	-Use SAM Excel practice exam for Module 3 to prepare for the 'REAL' exam.	
	3. SAM Excel REAL EXAM	<input type="checkbox"/>	-Complete the SAM REAL Exam for Excel Module 3. REAL Exams are <u>required</u>. You are only allowed 1 chance on REAL Exams.	<input type="checkbox"/> SAM REAL Exam for Excel Module 3 due by Monday, March 2, 11:59pm.
	4. Download folder	<input type="checkbox"/>	-Download Excel folder from Watson's Website Folders page for Excel Module 4.	
Week 4 Part 2 begins Thursday, Feb. 26.	... Office 2019 textbook 5. Excel Module 4 Working with Charts	<input type="checkbox"/>	-Folder procedure is same as in previous weeks.	
		<input type="checkbox"/>	-Using the SAM Excel Module 4 Textbook Project file, read and complete the step-by-step instructions in Excel Module 4 chapter.	
		<input type="checkbox"/>	-Instructions in textbook will tell you when to save.	
		<input type="checkbox"/>	OR Multitask between watching these videos and working in the SAM project start file. These videos teach you how to do the textbook projects. <u>Excel Module 4</u>	<input type="checkbox"/> SAM Excel Module 4 textbook project due by Monday, March 2, 11:59pm.
		<input type="checkbox"/>	-Part 1 https://www.youtube.com/watch?v=SfFtsSpQZ_o	
		<input type="checkbox"/>	-Part 2 https://www.youtube.com/watch?v=KMBemCLFH8E	
		<input type="checkbox"/>	-Save Module 4 textbook project in Excel Module 4 folder.	
		<input type="checkbox"/>	-Upload completed project into SAM for grading.	
<input type="checkbox"/>	-Look at graded report and fix original project file.			
<input type="checkbox"/>	-Then reupload for grading again.			

