


CIS 111 Week 2 Part 2 Assignment Checklist

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

Date	Topics	✓	Assignments	Due Dates
Week 2 Part 2 begins Thursday, Feb. 12. 	1. Use weekly checklists	<input type="checkbox"/>	-Reminder: HTML folder with lessons 1-6 – If you haven't turned the HTML folder in, do it now.	<input type="checkbox"/> Reminder: Drag HTML Exam folder into shared Google Drive <input type="checkbox"/> SAM training due by Monday, Feb. 16, midnight. <input type="checkbox"/> SAM project due by Monday, Feb. 16, midnight. <input type="checkbox"/> Drag Excel Module 1 folder into shared Google Drive by Monday, Feb. 16, midnight. <input type="checkbox"/> SAM Module 1 REAL Exam due Monday, Feb. 16, midnight. <input type="checkbox"/> Label Module 2 folder per my
	2. SAM Training (required)	<input type="checkbox"/>	-In SAM, click on SAM Training link for Excel Module 1.	
		<input type="checkbox"/>	-Follow instructions in training. You only need to do the 'Apply' part of training to get credit.	
		<input type="checkbox"/>	-If you have difficulty with a training task, use Observe mode in Training to learn how to do the training task.	
	3. SAM Project (required)	<input type="checkbox"/>	-Download SAM project instruction file for Excel Module 1, New Era Medical. <u>Save in Excel Module 1 folder.</u>	
		<input type="checkbox"/>	-Download start file for SAM project Excel Module 1, New Era Medical. <u>Save in Excel Module 1 folder.</u>	
		<input type="checkbox"/>	-Follow instruction file to complete the New Era Medical.xlsx file. When finished, upload New Era Medical.xlsx into SAM for grading.	
			Or	
		<input type="checkbox"/>	-Multitask between watching a YouTube video and using the SAM Start file to complete the project. New Era Medical.	
		<input type="checkbox"/>	-You are allowed 5 tries on projects so if your score is low, download graded report to see what is wrong and fix the original project file. Then re-upload for a better score.	
		<input type="checkbox"/>	-Projects are required. They are worth 10% of your final grade.	
		<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"/>	-Turning in something is better than turning in nothing.		
	4. Turn in folder			
	5. SAM Practice Exam Excel Module 1	<input type="checkbox"/>	-Use the SAM Practice Exam for Excel Module 1 BEFORE attempting the REAL exam.	
	6. SAM 'REAL' Exam Module 1 (required)	<input type="checkbox"/>	-SAM 'REAL' Exam for Excel Module 1 – Follow instructions in SAM. This is a 'REAL' exam. You only get one (1) try. Use practice exam first to become familiar with how SAM exams work.	
	7. Watch video demos	<input type="checkbox"/>	These videos will help you understand concepts covered in Module 2:	
		<input type="checkbox"/>	- Flash Fill (Flash Fill does not work on Mac computers.)	
		<input type="checkbox"/>	- Excel Functions	
		<input type="checkbox"/>	- Intro to Formulas	
		<input type="checkbox"/>	- Creating Complex Formulas	
		<input type="checkbox"/>	- Apply Conditional Formatting	
		<input type="checkbox"/>	- Modifying Columns, Rows, and Cells	
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