

CIS 111 Week 4 Part 1 Assignment Checklist

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

Date	Topics	✓ Assignments	Due Dates
Week 4 Part 1 begins, Monday, Feb. 23.	1. Use weekly checklist 2. SAM Training 3. SAM Project 4. SAM Practice Exam 5. SAM 'REAL' Exam (required) 6. Watch video demos 7. Download folder	<input type="checkbox"/> -Check previous checklists for what is due in Week 4. <input type="checkbox"/> -Use checklist to keep track of your completed assignments. <input type="checkbox"/> - SAM Training for Module 4 <input type="checkbox"/> -SAM Project for Module 4 – Smith & Lyngate Insurance <input type="checkbox"/> -Use the SAM Practice Exam for Excel Module 4 BEFORE attempting the REAL exam. <input type="checkbox"/> -SAM 'REAL' Exam for Excel Module 4 These videos are related to topics covered in Excel Module 5: <input type="checkbox"/> - ROUND Function <input type="checkbox"/> - Excel Custom Number Format <input type="checkbox"/> - Total data on multiple worksheets <input type="checkbox"/> - Use 3-D cell references <input type="checkbox"/> - Multiple worksheets calculations and functions <input type="checkbox"/> - Headers and footers <input type="checkbox"/> - Linking workbooks <input type="checkbox"/> - Working with multiple worksheets <input type="checkbox"/> -Download, unzip, & label Module 5 Excel folder from Watson's Website, Folders page. <input type="checkbox"/> - Login to SAM to download textbook project start file for Module 5, Module 5 for M&S Provisions Consolidated Expenses. <input type="checkbox"/> - Use "M&S Provisions..." start file to complete steps in Module 5 chapter. OR Multitask between watching the YouTube video and using the SAM Start file to complete the project. <input type="checkbox"/> -Part 1 https://www.youtube.com/watch?v=t18R_K9UuxY <input type="checkbox"/> -Part 2 https://www.youtube.com/watch?v=QZGL-qxwLC4 <input type="checkbox"/> -Part 3 https://www.youtube.com/watch?v=ZwlpaF-BZss NOTE: The videos were recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by SAM. <input type="checkbox"/> - Upload project file to SAM for grading. <input type="checkbox"/> - Look at the graded report. <input type="checkbox"/> -Fix whatever may be wrong. <input type="checkbox"/> -Resubmit in SAM for better score.	<input type="checkbox"/> Module 4 training and project due by Thursday, Feb. 26, midnight. <input type="checkbox"/> SAM Module 4 REAL Exam due Thursday, Feb. 26, midnight.
Week 4 Part 1 begins, Monday, Feb. 23.	8. Excel Module 5: Working with Multiple Worksheets and Workbooks (required)	<input type="checkbox"/> - Use "M&S Provisions..." start file to complete steps in Module 5 chapter. OR Multitask between watching the YouTube video and using the SAM Start file to complete the project. <input type="checkbox"/> -Part 1 https://www.youtube.com/watch?v=t18R_K9UuxY <input type="checkbox"/> -Part 2 https://www.youtube.com/watch?v=QZGL-qxwLC4 <input type="checkbox"/> -Part 3 https://www.youtube.com/watch?v=ZwlpaF-BZss NOTE: The videos were recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by SAM. <input type="checkbox"/> - Upload project file to SAM for grading. <input type="checkbox"/> - Look at the graded report. <input type="checkbox"/> -Fix whatever may be wrong. <input type="checkbox"/> -Resubmit in SAM for better score.	<input type="checkbox"/> Module 5 textbook project due by Thursday, Feb. 26, midnight.

<p>Week 4 Part 1 begins, Monday, Feb. 23.</p>	<p>9. Turn in folder</p> <p>10. SAM REAL Excel Theory Exam (required)</p> <p>11. Watch videos</p> <p>12. DC Chapter 5</p> <p>13. SAM DC QUIZ Ch. 5</p> <p>14. FYI videos</p>	<ul style="list-style-type: none"> <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. -Complete the SAM REAL Excel Theory Exam -NOTE: "Required" will not be listed for SAM assignments in future weekly schedules, but you should know by now that they are REQUIRED. <input type="checkbox"/> Videos related to topics in DC Chapter 5: <ul style="list-style-type: none"> - Securing Your Wifi Network - Edward Snowden on Passwords - Kaspersky Cybermap - Computer Viruses - Five Ways to Check for Viruses <input type="checkbox"/> <input type="checkbox"/> - Read Discovering Computers Chapter 5, "Digital Security, Ethics, & Privacy". <input type="checkbox"/> -Complete the SAM DC Quiz Ch. 5, "Digital Security, Ethics, and Privacy...". <input type="checkbox"/> You might find these YouTube videos interesting: <ul style="list-style-type: none"> - How to find programs and apps in Windows 10 - Useful Windows Apps - Personal Finance Apps <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> Folder due Thursday, Feb. 26, midnight. Drag Module 5 folder into shared Google Drive <input type="checkbox"/> SAM REAL Excel Theory Exam due Thursday, Feb. 26, midnight. <input type="checkbox"/> Complete reading for DC Chapter 5 by May 1. <input type="checkbox"/> DC Ch 5 Quiz due Thursday, Feb. 26, midnight.
	<p>15. Blog & email</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -Check Blog and personal email several times a week. 	