

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, Feb. 26.	1. Use weekly checklist	<input type="checkbox"/>	-Use checklist to keep track of your completed assignments.	<input type="checkbox"/> SAM training & project due Monday, March 2, midnight. <input type="checkbox"/> SAM Module 5 Real Exam due Monday, March 2, midnight.
	2. SAM Training	<input type="checkbox"/>	-Always do assignments in the order listed below.	
	3. SAM Project	<input type="checkbox"/>	-Complete the SAM Training for Module 5	
	4. SAM Practice Exam	<input type="checkbox"/>	-Complete the SAM Project for Module 5 – Media Hub	
	5. SAM REAL Exam	<input type="checkbox"/>	- SAM Module 5 practice exam is not required but strongly recommended.	
	6. Watch videos	<input type="checkbox"/>	- SAM REAL Exam for Module 5. Unlike practice exams, you get only one try on 'REAL' exams.	
	7. Download folder	<input type="checkbox"/>	These videos are related to topics covered in Excel Module 6: <input type="checkbox"/> - Use database functions in Excel <input type="checkbox"/> - Vlookup function <input type="checkbox"/> - Sorting and filtering data <input type="checkbox"/> - Explanation of Match and Index function <input type="checkbox"/> - Match and Index functions <input type="checkbox"/> - COUNTIF, SUMIF, or AVERAGEIF functions	
	8. Excel Module 6: Creating, Sorting, and Querying a Table (required)	<input type="checkbox"/>	-Download, unzip, & label Excel Module 6 from Watson's Website. <input type="checkbox"/> -Download Textbook Project Module 6 in SAM. <input type="checkbox"/> -Use Start file to complete Bank Account Managers workbook. <input type="checkbox"/> -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. <input type="checkbox"/> -Caveat: Sound quality is poor, but all are closed-captioned. <input type="checkbox"/> -Part 1 – Create a table – 11 min. <input type="checkbox"/> https://www.youtube.com/watch?v=t20_wz7fzt0&t=309s <input type="checkbox"/> -Part 2 – Lookup tables – 10 min. <input type="checkbox"/> https://www.youtube.com/watch?v=h2_gxgvlmQY <input type="checkbox"/> -Part 3 – Create calculated fields – 6 min. <input type="checkbox"/> https://www.youtube.com/watch?v=2DLNcHeK_xA <input type="checkbox"/> -Part 4 – Conditional Formatting, Total Rows, and Printing – 5 min. <input type="checkbox"/> https://www.youtube.com/watch?v=wQbqm_E4mKU <input type="checkbox"/> -Part 5 – Sorting a table – 10 min. <input type="checkbox"/> https://www.youtube.com/watch?v=lQdkCZTBjf8 <input type="checkbox"/> -Part 6 – Criteria and extract ranges – 6 min. <input type="checkbox"/> https://www.youtube.com/watch?v=z2JyKDp5QKU <input type="checkbox"/> -Part 7 – Database functions – 17 min.	
Week 4 Part 2 begins Thursday, Feb. 26.				<input type="checkbox"/> SAM Excel Module 6 textbook assignment due Monday, March 2, midnight.

<p>Week 4 Part 2 begins Thursday, Feb. 26.</p>	<p>9. Turn in folder</p> <p>10. Watch videos</p> <p>11. DC Ch 6, "Computing Components"</p> <p>12. SAM DC Quiz Ch 6</p>	<p>https://www.youtube.com/watch?v=Xhsfg3wTM7E</p> <p><input type="checkbox"/> -Part 8 – Summarizing data – 10 min. https://www.youtube.com/watch?v=QJx4aisYyfM&t=29s</p> <p><input type="checkbox"/> -Instructions are in Module 6 in textbook.</p> <p><input type="checkbox"/> -Upload in SAM for grading.</p> <p><input type="checkbox"/> -Save Module 6 files in Module 6 folder.</p> <p><input type="checkbox"/> -Close all files inside the module folder.</p> <p><input type="checkbox"/> -Close the folder, too.</p> <p><input type="checkbox"/> -Drag your folder to my shared Google Drive.</p> <p><input type="checkbox"/> -Computing Components</p> <p><input type="checkbox"/> -The Internet of Things - IoT</p> <p><input type="checkbox"/> -Screen-cleaning Spray</p> <p><input type="checkbox"/> -Read Chapter 6 in DC – "Inside Computers and Mobile Devices: Exploring the Components".</p> <p><input type="checkbox"/> -Complete the SAM DC Quiz 6 after reading Module 6 in DC.</p>	<p><input type="checkbox"/> Module 6 folder due Monday, March 2, midnight. Drag Module 6 folder into shared Google Drive</p> <p><input type="checkbox"/> Complete the reading for DC Chapter 6 before March 2.</p> <p><input type="checkbox"/> DC Quiz Ch 6 in SAM due Monday, March 2, midnight.</p>
	<p>13. Blog & email</p>	<p><input type="checkbox"/> -Check Blog and personal email several times a week.</p>	