

CIS 111 Week 5 Part 1 Assignment Checklist

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

Date	Topics	✓	Assignments	Due Dates
Week 5, Part 1, begins Monday, March 2.	1. Use weekly checklist	<input type="checkbox"/>	-Use checklist to keep track of your completed assignments.	<input type="checkbox"/> SAM training and project due Thursday, March 5, midnight. <input type="checkbox"/> SAM Module 6 Real Exam due Thursday, March 5, midnight. <input type="checkbox"/> Excel Module 6 textbook project due Thursday, March 5, midnight.
	2. SAM Training	<input type="checkbox"/>	-Always do assignments in the order listed below.	
	3. SAM Project	<input type="checkbox"/>	-SAM Excel Training for Module 6	
	4. SAM Practice exam	<input type="checkbox"/>	-SAM Excel Project for Module 6 – Murray Medical	
	5. SAM Real Exam	<input type="checkbox"/>	-Use the SAM Practice Exam to prepare for Module 6.	
	6. Watch videos	<input type="checkbox"/>	- Templates	
		<input type="checkbox"/>	- Importing Data	
		<input type="checkbox"/>	- Creating SmartArt	
		<input type="checkbox"/>	- 3D Reference Concepts	
		<input type="checkbox"/>	- How to Do 3D References	
7. Download folder	<input type="checkbox"/>	-Download Excel Module 7 from Watson’s Website.		
	<input type="checkbox"/>	-Unzip and label according to my labeling protocol.		
8. Excel Module 7: Creating Templates, Importing Data, Working with Images	<input type="checkbox"/>	-Download Textbook Project Module 7 in SAM.		
	<input type="checkbox"/>	-Use Start file to complete Module 7 MISalesAnalysisTemplate.xltx (template file) and MISalesAnalysis.xlsx (workbook file).		
	<input type="checkbox"/>	-You will end up with 2 files to submit to SAM for grading.		
	<input type="checkbox"/>	-Multitask between watching the YouTube videos and using the SAM Start file to complete the project files.		
	<input type="checkbox"/>	-The videos were recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by SAM.		
	<input type="checkbox"/>	-Work along in the project as you watch the videos.		
	<input type="checkbox"/>	-Part 1 – Templates – 19 min. https://www.youtube.com/watch?v=fH2aP_bmDuw		
	<input type="checkbox"/>	-Part 2 – Importing Data – 23 min. https://www.youtube.com/watch?v=gCHb7Smb -U		
	<input type="checkbox"/>	-Part 3 - Using the Quick Analysis Gallery – 9 min. https://www.youtube.com/watch?v=r0oZGORwYtg		
	<input type="checkbox"/>	-Part 4 – Inserting a Bar Chart – 8 min. https://www.youtube.com/watch?v=BuD8CnBtpm0		
<input type="checkbox"/>	-Part 5 – SmartArt Graphics – 14 min. https://www.youtube.com/watch?v=V89zrtBcF9U			
<input type="checkbox"/>	-Part 6 – Text Boxes and More – 10 min. https://www.youtube.com/watch?v=FHdm2HvzQM8			
<input type="checkbox"/>	-Save both (.xlsx and .xltx) files in Module 7 folder.			
<input type="checkbox"/>	-Upload MISalesAnalysis.xlsx (workbook file) in SAM for grading.			

<p>Week 5, Part 1, begins Monday, March 2.</p>	<p>9. SAM Training</p> <p>10. SAM Project</p> <p>11. Turn in folder</p> <p>12. Watch videos</p> <p>13. DC Ch 7</p> <p>14. SAM DC Quiz Ch 7</p> <p>15. Regarding MS Access</p>	<p>-SAM Excel Training for Module 7</p> <p>-SAM Excel Project for Module 7 – Ballantyne Investments (There are other YouTube videos for this project, but the voice over is not clear.)</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"/> -Computer Storage Devices – Click here to watch this short video.</p> <p><input type="checkbox"/> -Output Devices – Click this link to watch a short video.</p> <p><input type="checkbox"/> -Input and Output Devices</p> <p><input type="checkbox"/> -Read Chapter 7 in DC – “Input and Output”.</p> <p><input type="checkbox"/> -Complete the SAM DC Quiz 7 after reading Ch 7 in DC.</p> <p><input type="checkbox"/> -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.</p> <p><input type="checkbox"/> -If you use a Google Chromebook computer, you will need to use Canvas AppStream for Office 365 software and Windows 10.</p> <p><input type="checkbox"/> -If you have the free version of Office 365, it <u>does not</u> have MS Access. You will need to use Canvas AppStream for Office 365 software.</p> <p><input type="checkbox"/> -OCC MBCC Computing Lab has Access software. Call 714.432.5634 for hours of operation.</p>	<p><input type="checkbox"/> SAM training and project due Thursday, March 5, midnight.</p> <p><input type="checkbox"/> Module 7 folder due Thursday, March 5, midnight.</p> <p>Drag Module 7 folder into shared Google Drive</p> <p><input type="checkbox"/> Watch videos</p> <p><input type="checkbox"/> Read Ch 7 before Quiz 7.</p> <p><input type="checkbox"/> SAM DC Quiz for Ch 7 due Thursday, March 5, midnight.</p>
	<p>16. Blog & email</p>	<p><input type="checkbox"/> -Check Blog and personal email several times a week.</p>	