

CIS 111 Week 7 Part 1 Assignment Schedule

Excel, Access, HTML

Discovering Computers, important info

SAM exams, quizzes

Hyperlinks

Due dates

Date	Topic	✓	Assignments	REAL Due Dates
Week 7 Part 1 begins Monday, October 5.	1. Use weekly checklist	☐	-Use checklist to keep track of your completed assignments.	☐ SAM Module 4 Real Exam due Thursday, October 8, by 11:59pm.
	2. SAM Practice Exam – (not required)	☐	-Always do assignments in the order listed below.	
		☐	- SAM Module 4 practice exam is not required but strongly recommended.	
	3. SAM REAL Exam - (required)	☐	- SAM REAL Exam for Module 4. Unlike practice exams, you get only one try on 'REAL' exams.	
	4. Watch videos		These videos are related to topics covered in Excel Module 5:	
		☐	- ROUND Function	
		☐	- Excel Custom Number Format	
		☐	- Total data on multiple worksheets	
		☐	- Use 3-D cell references	
		☐	- Multiple worksheets calculations and functions	
		☐	- Headers and footers	
		☐	- Linking workbooks	
		☐	- Working with multiple worksheets	
	5. Download folder	☐	-Download, unzip, & label Excel Module 5 from Watson's Website.	☐ Excel Module 5 textbook assignment due Thursday, October 8, by 11:59pm.
		☐	- Login to SAM to download textbook project start file for Module 5, Module 5 for M&S Provisions Consolidated Expenses.	
		☐	- 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.	
		☐	-Part 1	
			https://www.youtube.com/watch?v=t18R_K9UuxY	
	6. Excel Module 5: Working with Multiple Worksheets and Workbooks (required)			
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Instructor reserves the right to make changes as deemed necessary and/or appropriate.

Week 7 Part 1 begins Monday, October 5.	7. Blog and email	☐ -Part 2 https://www.youtube.com/watch?v=QZGL-gxwLC4 ☐ -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. ☐ - Upload project file to SAM for grading. ☐ - Look at the graded report. ☐ -Fix whatever may be wrong. ☐ -Resubmit in SAM for better score. ☐ -Check Blog and email several times a week.	
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