

CIS 111 Week 8 Part 1 Assignment Schedule

Excel, Access, HTML
 Discovering Computers, important info
 SAM exams, quizzes
 Hyperlinks
 Due dates

Date	Topic	✓	Assignments	REAL Due Dates	
Week 8 Part 1 begins on Monday, October 12.	1. Use weekly checklist	☐	-Use checklist to keep track of your completed assignments.	☐ SAM Module 5 Real Exam due Thursday, October 15, by 11:59pm.	
		☐	-Always do assignments in the order listed below.		
	2. SAM Practice exam	☐	-Use the SAM Practice Exam to prepare for Module 5.		
	3. SAM Real Exam	☐	-Complete the SAM Real Exam for Module 5.		
	4. Watch videos	☐	- Use database functions in Excel		
		☐	- Vlookup function		
		☐	- Sorting and filtering data		
		☐	- Explanation of Match and Index function		
		☐	- Match and Index functions		
		☐	- COUNTIF, SUMIF, or AVERAGEIF functions		
	5. Download Module 6 folder	☐	-Download Excel Module 6 from Watson’s Website.		
		☐	-Unzip and label according to my labeling protocol.		
		☐	-Download Textbook Project Module 6 in SAM.		
		☐	-Use Start file to complete Bank Account Managers workbook.		
	6. Excel Module 6: Creating, Sorting, and Querying a Table (required)	☐	OR		
		☐	Multitask between watching the YouTube video and using the SAM Start file to complete the project.		
		☐	-The videos were recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by SAM.		
		☐	-Work along in the project as you watch the videos. Otherwise use the textbook written instructions to complete the project.	☐ Excel Module 6 textbook assignment due Thursday, October 15, by 11:59pm.	
		☐	-Caveat: Sound quality is poor, but all are closed-captioned.		
		☐	-Part 1 – Create a table – 11 min. https://www.youtube.com/watch?v=t20_wz7fzt0&t=309s		
	☐	-Part 2 – Lookup tables – 10 min. https://www.youtube.com/watch?v=h2_gxgvImQY			
		☐	-Part 3 – Create calculated fields – 6 min. https://www.youtube.com/watch?v=2DLNcHeK_xA		

Instructor reserves the right to make changes as deemed necessary and/or appropriate.

Week 8 Part 1 begins on Monday, October 12.		☐ -Part 4 – Conditional Formatting, Total Rows, and Printing – 5 min. https://www.youtube.com/watch?v=wQbqm_E4mKU ☐ -Part 5 – Sorting a table – 10 min. https://www.youtube.com/watch?v=lQdkCZTBif8 -Part 6 – Criteria and extract ranges – 6 min. https://www.youtube.com/watch?v=z2JyKDp5QKU ☐ -Part 7 – Database functions – 17 min. ☐ https://www.youtube.com/watch?v=Xhsfg3wTM7E -Part 8 – Summarizing data – 10 min. ☐ https://www.youtube.com/watch?v=QJx4aisYfM&t=29s -Instructions are in Module 6 in textbook. ☐ -Upload in SAM for grading. -Turn in Module 6 folder on shared Google Drive. ☐ -NOTE: If you run into a #SPILL! error, click here.	
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