CIS 111 Week 13 Part 1 Assignment Schedule

🟩 **Excel, Access, HTML**   ⬛ **Discovering Computers, important info**   🟥 **SAM exams, quizzes**   🟦 **Hyperlinks**   🟪 **Due Dates**

Date	Topic	✔	Assignments	Due Dates
Week 13 Part 1 Monday, Nov. 18.	1. <u>**Use weekly checklist**</u>	☐	-Use checklist to keep track of your completed assignments.	☐ **SAM Access Module 3 Exam due Thursday, Nov. 21, by 11:59pm.**
	2. SAM Practice Exam	☐	-SAM Access Module 3 practice exam	
	3. SAM Real Exam	☐	-SAM Access Module 3 REAL exam	
	4. Watch videos		As you progress through Module 4, these videos will help you understand the concepts and techniques.	
		☐	-<u>Creating Reports, Deleting Fields, Print Preview, Saving, Exporting</u> (use numbers at bottom of information on first page to advance to more videos/information.)	
		☐	-<u>Enforce Referential Integrity</u>	
		☐	-<u>Advanced Report Options, Formatting, Header/Footer, Page Numbering, Add Logo, Themes and Fonts</u> (use numbers at bottom of information on first page to advance to more videos/information.)	
	5. Download folder	☐	-Download Access Module 4 from Watson's Website <u>Folders page</u>. Unzip & re-label. Save all SAM Access projects in the Access folder.	
	6. Access – Module 4 – Creating Reports & Forms	☐	-Login to SAM and download Project for Textbook Access Module 4 start file. Save into Access Module 4 folder.	☐ **Access Module 4 folder due Thursday, Nov. 21, by 11:59pm.** <u>**Drag Module 4 folder into shared Google Drive**</u>
		☐	-Use the SAM start file to complete the step-by-step instructions for "Vets…" database in Module 4 chapter.	
		☐	-There are no videos for Access Module 4. Use textbook instructions to do the project.	
		☐	-Upload "Vets…" database start file back into SAM for grading. Look at the graded report in SAM and fix errors to re-upload for a better score.	
		☐	-Delete 'extra' files from Module 4 folder (the files not used).	
	7. <u>**Blog**</u> & <u>**Gmail**</u>	☐	-Check blog and your personal email 3 to 4 times throughout the week.	

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