### CIS 111 Week 6 Part 1 Assignment Schedule

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

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| **Date** | **Topic** | **✓** | **Assignments** | **REAL Due Dates** |
| **Week 6**  **begins**  **Monday,**  **Sept. 30.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. SAM Practice Exam**  **3. SAM ‘REAL Exam Module 3 (required)**  **4. Watch videos**  **5. Download folder**  **6. Module 4 – Financial Functions, Data Tables, & Amortization Schedules**  **(required)** |  | **Procedure same as in previous weeks.**  **-Use checklist to keep track of your completed assignments.**  **-Always do assignments in the order listed below.**  **-SAM Practice Exam for Excel Module 3 –Multiple tries are allowed.**  **-SAM Real Exam for Excel Module 3 – Follow instructions in SAM. This is a ‘REAL’ exam. You only get one (1) try. Use practice exam first to become familiar with how SAM exams work.**  **These videos will help you understand concepts covered in Module 4.**  **-** [**If Function**](http://www.youtube.com/watch?v=OMu7LTGHMVc&feature=relmfu)  **-** [**Calculator**](http://www.youtube.com/watch?v=TfdmVSVul5w)  **-** [**Conditional Formatting**](https://support.office.com/en-us/article/Use-conditional-formatting-03ab07da-1564-4913-b69f-2b1a370c8910?ui=en-US&rs=en-US&ad=US)  **-** [**Advanced If functions - nested IF functions, IF with AND and OR, COUNTIFS, SUMIFS, AVERAGEIFS, IFERROR**](https://support.office.com/en-us/article/Advanced-IF-functions-17341cef-510d-4d60-a657-913f878fdacf?ui=en-US&rs=en-US&ad=US)  **- Download Excel Module 4 folder from Watson’s Website** [**Folders page**](http://csjava.occ.cccd.edu/~watsonm/E_notebook/Downloading%20the%20E-notebook%20CS111%20.html)**. Unzip & rename the Module 4 folder.**  **-**[**Login to SAM**](https://sam.cengage.com/App/login?ReturnUrl=%2fLogin.aspx) **to download textbook project for Module 4. This chapter will be about the Cranford Mortgage business.**  **-“Cranford…” instructions are in the Module 4 chapter in the textbook.**  **-Use the SAM project start file to complete steps in Module 4 chapter to create the Cranford workbook.**  **OR**  **Multitask between watching the YouTube video and using the SAM Start file to complete the project.**  **NOTE: Project instructions tell you to use the Feathered theme. If you cannot find the Feathered theme, use the Mesh theme.**  **Part 1**  **-**[**https://www.youtube.com/watch?v=aX04YZzZ4iM**](https://www.youtube.com/watch?v=aX04YZzZ4iM)  **Part 2**  **-**[**https://www.youtube.com/watch?v=mfw5L2E-xEw**](https://www.youtube.com/watch?v=mfw5L2E-xEw)  **NOTE: The videos were recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by SAM.**  **- SAM upload window will tell you the expected name for the file, which is different than the text instructions tell you.**  **- After file is graded by SAM, look at the graded report. Fix whatever may be wrong and resubmit in SAM for better score. You have 5 tries on projects. Only highest score counts. You must read the chapter for instructions.** | **Excel Module 3 SAM Real Exam due by Thursday, Oct. 3, 11:59pm. DON’T WAIT UNTIL LAST MINUTE.**  **SAM textbook project for Module 4 due by Thursday, Oct. 3, 11:59pm.** |
|  | **7. Blog & email** | **☐** | **-Check** [**Blog**](http://www.blogger.com/) **several times a week.**  **-Check personal email several times a week.** |  |