### 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,**  **Oct. 7**  **Week 7 Part 1**  **begins**  **Monday,**  **Oct. 7** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. SAM Practice Exam – (not required)**  **3. SAM REAL Exam - (required)**  **4. Watch videos**  **5. Download folder**  **6. Excel Module 5:**  **Working with Multiple Worksheets and Workbooks**  **(required)**  **Cont’d next page…**  **7. Blog and email** |  | **-Use checklist to keep track of your completed assignments.**  **-Always do assignments in the order listed below.**  **- SAM Module 4 practice exam is not required but strongly recommended.**  **- SAM REAL Exam for Module 4. Unlike practice exams, you get only one try on ‘REAL’ exams.**  **These videos are related to topics covered in Excel Module 5:**  **-**[**ROUND Function**](https://www.youtube.com/watch?v=etpBHYuSimA)  **-**[**Excel Custom Number Format**](https://www.youtube.com/watch?v=E3Q5LA6DNZM)  **-**[**Total data on multiple worksheets**](https://www.youtube.com/watch?v=IRtgIfIfAHE)  **-**[**Use 3-D cell references**](https://www.youtube.com/watch?v=WmrqEP2eE48)  **-**[**Multiple worksheets calculations and functions**](http://www.youtube.com/watch?v=ldXtAYCnTZE)  **-**[**Headers and footers**](https://www.youtube.com/watch?v=QIr5ASh5Ea0)  **-**[**Linking workbooks**](https://www.youtube.com/watch?v=6vSnzCOiumY)  **-**[**Working with multiple worksheets**](https://www.youtube.com/watch?v=ive2m7fzCSY)  **-Download, unzip, & label Excel Module 5 from Watson’s Website.**  -[**Login to SAM**](https://sam.cengage.com/App/login?ReturnUrl=%2fLogin.aspx) **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**](https://www.youtube.com/watch?v=t18R_K9UuxY)  **-Part 2**  [**https://www.youtube.com/watch?v=QZGL-qxwLC4**](https://www.youtube.com/watch?v=QZGL-qxwLC4)  **-Part 3**  [**https://www.youtube.com/watch?v=ZwlpaF-BZss**](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**](http://www.blogger.com/) **and email several times a week.** | **SAM Module 4 Real Exam due Thursday, Oct. 10, by 11:59pm.**  **Excel Module 5 textbook assignment due Thursday, Oct. 10, by 11:59pm.** |