### 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.** |