

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	1. Use weekly checklist	<input type="checkbox"/>	-Use checklist to keep track of your completed assignments.	<input type="checkbox"/> SAM Module 4 Real Exam due Thursday, Oct. 10, by 11:59pm.
	2. SAM Practice Exam – (not required)	<input type="checkbox"/>	-Always do assignments in the order listed below.	
	3. SAM REAL Exam - (required)	<input type="checkbox"/>	- SAM Module 4 practice exam is not required but strongly recommended.	
	4. Watch videos	<input type="checkbox"/>	- SAM REAL Exam for Module 4. Unlike practice exams, you get only one try on 'REAL' exams.	
		<input type="checkbox"/>	These videos are related to topics covered in Excel Module 5:	
		<input type="checkbox"/>	- ROUND Function	
		<input type="checkbox"/>	- Excel Custom Number Format	
		<input type="checkbox"/>	- Total data on multiple worksheets	
		<input type="checkbox"/>	- Use 3-D cell references	
		<input type="checkbox"/>	- Multiple worksheets calculations and functions	
	<input type="checkbox"/>	- Headers and footers		
	<input type="checkbox"/>	- Linking workbooks		
	<input type="checkbox"/>	- Working with multiple worksheets		
	<input type="checkbox"/>			
	5. Download folder	<input type="checkbox"/>	-Download, unzip, & label Excel Module 5 from Watson's Website.	
	6. Excel Module 5: Working with Multiple Worksheets and Workbooks (required)	<input type="checkbox"/>	- Login to SAM to download textbook project start file for Module 5, Module 5 for M&S Provisions Consolidated Expenses.	
		<input type="checkbox"/>	- Use "M&S Provisions..." start file to complete steps in Module 5 chapter.	
		<input type="checkbox"/>	OR Multitask between watching the YouTube video and using the SAM Start file to complete the project.	
		<input type="checkbox"/>	-Part 1 https://www.youtube.com/watch?v=t18R_K9UuxY	
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Instructor reserves the right to make changes as deemed necessary and/or appropriate.

<p>Week 7 Part 1 begins Monday, Oct. 7</p>	<p>7. Blog and email</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -Part 2 https://www.youtube.com/watch?v=QZGL-qxwLC4 <input type="checkbox"/> -Part 3 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. <input type="checkbox"/> - Upload project file to SAM for grading. <input type="checkbox"/> - Look at the graded report. <input type="checkbox"/> -Fix whatever may be wrong. <input type="checkbox"/> -Resubmit in SAM for better score. <input type="checkbox"/> -Check Blog and email several times a week. 	
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