### CIS 111 Week 9 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 9 Part 1 begins on**  **Mon.,**  **Oct. 21**  **Week 9 begins on**  **Mon.,**  **Oct. 21.**  **Week 9 Part 1 begins on**  **Mon.,**  **Oct. 21** | **1.**  [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. SAM Practice Exam**  **3. SAM REAL Exam**  **4. Watch videos**  **5. Download Module 7 folder**  **6. Excel Module 7:**  **Creating Templates, Importing Data, Working with Images** |  | **-Use checklist to keep track of your completed assignments.**  **-Always do assignments in the order listed below.**  **-PREPARE FOR MS ACCESS:**  **If you do not have Microsoft Access on your home computer, use AppStream in Canvas to use Access on the campus network. Mac users must use Windows computers for Access or use the AppStream for Access software. Macs do not have MS Access.**  **-SAM Excel Module 6 practice exam.**  **-SAM Excel Module 6 Real Exam.**  -[**Templates**](http://www.youtube.com/watch?v=zANltz5QY5I)  -[**Importing Data**](http://www.youtube.com/watch?v=CJSIMGmHgXs)  **-**[**Creating SmartArt**](http://www.youtube.com/watch?v=oddy_AUVq0E)  **-**[**3D Reference Concepts**](http://college.cengage.com/course_tech/shared/student/media/player.html?video=npexcel2010_video083c)  -[**How to Do 3D References**](http://college.cengage.com/course_tech/shared/student/media/player.html?video=npexcel2010_video083d)  **-Download, unzip, & re-label Excel Module 7 folder from Watson’s Website.**  **-Download Textbook Project Module 7 in** **SAM.**  **-Use Start file to complete Module 7 MISalesAnalysisTemplate.xltx (template file) and MISalesAnalysis.xlsx (workbook file).**  **-You will end up with 2 files to submit to SAM for grading.**  **-Multitask between watching the YouTube videos and using the SAM Start file to complete the project files.**  **-The videos were recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by SAM.**  **-Work along in the project as you watch the videos.**  **-Part 1 – Templates – 19 min.**  [**https://www.youtube.com/watch?v=fH2aP\_bmDuw**](https://www.youtube.com/watch?v=fH2aP_bmDuw)  **-Part 2 – Importing Data – 23 min.**  [**https://www.youtube.com/watch?v=qCHb7Smb\_-U**](https://www.youtube.com/watch?v=qCHb7Smb_-U)  **-Part 3 - Using the Quick Analysis Gallery – 9 min.**  [**https://www.youtube.com/watch?v=r0oZGOrwYtg**](https://www.youtube.com/watch?v=r0oZGOrwYtg)  **-Part 4 – Inserting a Bar Chart – 8 min.**  [**https://www.youtube.com/watch?v=BuD8CnBtpm0**](https://www.youtube.com/watch?v=BuD8CnBtpm0)  **-Part 5 – SmartArt Graphics – 14 min.**  [**https://www.youtube.com/watch?v=V89zrtBcF9U**](https://www.youtube.com/watch?v=V89zrtBcF9U)  **-Part 6 – Text Boxes and More – 10 min.**  [**https://www.youtube.com/watch?v=FHdm2HvzQM8**](https://www.youtube.com/watch?v=FHdm2HvzQM8)  **-Save both (.xlsx and .xltx) files in Module 7 folder.**  **-Upload MISalesAnalysis.xlsx (workbook file) in SAM for grading.** | **SAM Module 6 Real Exam due Thursday, Oct. 24, by 11:59pm.**  **Module 7 folder due by Thursday, Oct. 24, by 11:59pm.**  [**Drag Module 7 folder into shared Google Drive**](https://drive.google.com/drive/folders/1Ih1awf23JLWa44T6VZJ3yr31BfUhrmq_?usp=sharing) |