

CIS 111 Week 9 Part 1 Assignment Schedule

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

Date	Topic	✓	Assignments	REAL Due Dates
Week 9 Part 1 begins on Mon., Oct. 21	1. Use weekly checklist	<input type="checkbox"/>	-Use checklist to keep track of your completed assignments.	<input type="checkbox"/> SAM Module 6 Real Exam due Thursday, Oct. 24, by 11:59pm.
		<input type="checkbox"/>	-Always do assignments in the order listed below.	
		<input type="checkbox"/>	-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. <u>Macs do not have MS Access.</u>	
	2. SAM Practice Exam	<input type="checkbox"/>	-SAM Excel Module 6 practice exam.	
	3. SAM REAL Exam	<input type="checkbox"/>	-SAM Excel Module 6 Real Exam.	
	4. Watch videos	<input type="checkbox"/>	- Templates	
		<input type="checkbox"/>	- Importing Data	
		<input type="checkbox"/>	- Creating SmartArt	
		<input type="checkbox"/>	- 3D Reference Concepts	
		<input type="checkbox"/>	- How to Do 3D References	
5. Download Module 7 folder	<input type="checkbox"/>	-Download, unzip, & re-label Excel Module 7 folder from Watson's Website.		
Week 9 begins on Mon., Oct. 21.	6. Excel Module 7: Creating Templates, Importing Data, Working with Images	<input type="checkbox"/>	-Download Textbook Project Module 7 in SAM.	<input type="checkbox"/> Module 7 folder due by Thursday, Oct. 24, by 11:59pm. Drag Module 7 folder into shared Google Drive
		<input type="checkbox"/>	-Use Start file to complete Module 7 MISalesAnalysisTemplate.xlsx (template file) and MISalesAnalysis.xlsx (workbook file).	
		<input type="checkbox"/>	-You will end up with 2 files to submit to SAM for grading.	
		<input type="checkbox"/>	-Multitask between watching the YouTube videos and using the SAM Start file to complete the project files.	
		<input type="checkbox"/>	-The videos were recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by SAM.	
	<input type="checkbox"/>	-Work along in the project as you watch the videos.		

Instructor reserves the right to make changes as deemed necessary and/or appropriate.

<p>Week 9 Part 1 begins on Mon., Oct. 21</p>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>-Part 1 – Templates – 19 min. https://www.youtube.com/watch?v=fH2aP_bmDuw</p> <p>-Part 2 – Importing Data – 23 min. https://www.youtube.com/watch?v=qCHb7Smb_-U</p> <p>-Part 3 - Using the Quick Analysis Gallery – 9 min. https://www.youtube.com/watch?v=r0oZGORwYtg</p> <p>-Part 4 – Inserting a Bar Chart – 8 min. https://www.youtube.com/watch?v=BuD8CnBtpm0</p> <p>-Part 5 – SmartArt Graphics – 14 min. https://www.youtube.com/watch?v=V89zrtBcF9U</p> <p>-Part 6 – Text Boxes and More – 10 min. https://www.youtube.com/watch?v=FHdm2HvzQM8</p> <p>-Save both (.xlsx and .xltx) files in Module 7 folder. -Upload MISalesAnalysis.xlsx (workbook file) in SAM for grading.</p>	
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