

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 Monday, Oct. 19. (Week 9 is the beginning of the 2nd half of CIS 111.)	1. Use weekly checklist	☐	-Use checklist to keep track of your completed assignments.	☐ SAM Module 6 Real Exam due Thursday, October 22, by 11:59pm.
		☐	-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. <u>Macs do not have MS Access.</u>	
	2. SAM Practice Exam	☐	-SAM Excel Module 6 practice exam.	
	3. SAM REAL Exam	☐	-SAM Excel Module 6 Real Exam.	
		☐	- Templates	
	4. Watch videos	☐	- Importing Data	
		☐	- Creating SmartArt	
		☐	- 3D Reference Concepts	
		☐	- How to Do 3D References	
	5. Download Module 7 folder	☐	-Download, unzip, & re-label Excel Module 7 folder from Watson's Website.	☐ Module 7 folder due by Thursday, October 22, by 11:59pm. Drag Module 7 folder into shared Google Drive
		☐	-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.	
	6. Excel Module 7: Creating Templates, Importing Data, Working with Images	☐	-Work along in the project as you watch the videos.	

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

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