### CIS 111 Week 6 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 6****begins****Friday, March 7.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)**2. SAM Practice Exam** **3. SAM ‘REAL Exam Module 3 (required)****4. Watch videos****5. Download folder****6. Module 4 – Financial Functions, Data Tables, & Amortization Schedules****(required)** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **Procedure same as in previous weeks.****-Use checklist to keep track of your completed assignments.** **-Always do assignments in the order listed below.****-SAM Practice Exam for Excel Module 3 –Multiple tries are allowed.****-SAM Real Exam for Excel Module 3 – Follow instructions in SAM. This is a ‘REAL’ exam. You only get one (1) try. Use practice exam first to become familiar with how SAM exams work.****These videos will help you understand concepts covered in Module 4.****-** [**If Function**](http://www.youtube.com/watch?v=OMu7LTGHMVc&feature=relmfu)**-** [**Calculator**](http://www.youtube.com/watch?v=TfdmVSVul5w)**-** [**Conditional Formatting**](https://support.office.com/en-us/article/Use-conditional-formatting-03ab07da-1564-4913-b69f-2b1a370c8910?ui=en-US&rs=en-US&ad=US)**-** [**Advanced If functions - nested IF functions, IF with AND and OR, COUNTIFS, SUMIFS, AVERAGEIFS, IFERROR**](https://support.office.com/en-us/article/Advanced-IF-functions-17341cef-510d-4d60-a657-913f878fdacf?ui=en-US&rs=en-US&ad=US)**- Download Excel Module 4 folder from Watson’s Website** [**Folders page**](http://csjava.occ.cccd.edu/~watsonm/E_notebook/Downloading%20the%20E-notebook%20CS111%20.html)**. Unzip & rename the Module 4 folder.****-**[**Login to SAM**](https://sam.cengage.com/App/login?ReturnUrl=%2fLogin.aspx) **to download textbook project for Module 4. This chapter will be about the Cranford Mortgage business.** **-“Cranford…” instructions are in the Module 4 chapter in the textbook.** **-Use the SAM project start file to complete steps in Module 4 chapter to create the Cranford workbook.****OR****Multitask between watching the YouTube video and using the SAM Start file to complete the project.****NOTE: Project instructions tell you to use the Feathered theme. If you cannot find the Feathered theme, use the Mesh theme.****Part 1****-**[**https://www.youtube.com/watch?v=aX04YZzZ4iM**](https://www.youtube.com/watch?v=aX04YZzZ4iM)**Part 2****-**[**https://www.youtube.com/watch?v=mfw5L2E-xEw**](https://www.youtube.com/watch?v=mfw5L2E-xEw)**NOTE: The videos were recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by SAM.****- SAM upload window will tell you the expected name for the file, which is different than the text instructions tell you.** **- After file is graded by SAM, look at the graded report. Fix whatever may be wrong and resubmit in SAM for better score. You have 5 tries on projects. Only highest score counts. You must read the chapter for instructions.** | [ ]  **Excel Module 3 SAM Real Exam due by Monday, March 10, 11:59pm. DON’T WAIT UNTIL LAST MINUTE.**[ ]  **SAM textbook project for Module 4 due by Monday, March 10, 11:59pm.**  |
|  | **7. Blog & email** | [ ] **☐** | **-Check** [**Blog**](http://www.blogger.com/) **several times a week.** **-Check personal email several times a week.** |  |