### CIS 111 Week 7 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 7 Part 1****begins****Friday, March 14.****Week 7 Part 1****begins****Monday,****Oct. 7** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)**2. SAM Practice Exam – (not required)****3. SAM REAL Exam - (required)****4. Watch videos****5. Download folder****6. Excel Module 5:****Working with Multiple Worksheets and Workbooks****(required)****Cont’d next page…****7. Blog and email** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Use checklist to keep track of your completed assignments.** **-Always do assignments in the order listed below.****- SAM Module 4 practice exam is not required but strongly recommended.** **- SAM REAL Exam for Module 4. Unlike practice exams, you get only one try on ‘REAL’ exams.****These videos are related to topics covered in Excel Module 5:****-**[**ROUND Function**](https://www.youtube.com/watch?v=etpBHYuSimA)**-**[**Excel Custom Number Format**](https://www.youtube.com/watch?v=E3Q5LA6DNZM)**-**[**Total data on multiple worksheets**](https://www.youtube.com/watch?v=IRtgIfIfAHE)**-**[**Use 3-D cell references**](https://www.youtube.com/watch?v=WmrqEP2eE48)**-**[**Multiple worksheets calculations and functions**](http://www.youtube.com/watch?v=ldXtAYCnTZE)**-**[**Headers and footers**](https://www.youtube.com/watch?v=QIr5ASh5Ea0)**-**[**Linking workbooks**](https://www.youtube.com/watch?v=6vSnzCOiumY)**-**[**Working with multiple worksheets**](https://www.youtube.com/watch?v=ive2m7fzCSY)**-Download, unzip, & label Excel Module 5 from Watson’s Website.**-[**Login to SAM**](https://sam.cengage.com/App/login?ReturnUrl=%2fLogin.aspx) **to download textbook project start file for Module 5, Module 5 for M&S Provisions Consolidated Expenses.****- Use “M&S Provisions…” start file to complete steps in Module 5 chapter.** **OR****Multitask between watching the YouTube video and using the SAM Start file to complete the project.****-Part 1**[**https://www.youtube.com/watch?v=t18R\_K9UuxY**](https://www.youtube.com/watch?v=t18R_K9UuxY)**-Part 2**[**https://www.youtube.com/watch?v=QZGL-qxwLC4**](https://www.youtube.com/watch?v=QZGL-qxwLC4)**-Part 3**[**https://www.youtube.com/watch?v=ZwlpaF-BZss**](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.****- Upload project file to SAM for grading.** **- Look at the graded report.** **-Fix whatever may be wrong.****-Resubmit in SAM for better score.****-Check** [**Blog**](http://www.blogger.com/) **and email several times a week.** | [ ]  **SAM Module 4 Real Exam due Monday, March 17, by 11:59pm.**Hand drawn St. Patricks Day logotype. Vector lettering typography with leprechaun’s hat and clovers on white background. Festive design for print, poster, flyer, party invitation, icon, badge, sign Hand drawn St. Patricks Day logotype. Vector lettering typography with leprechaun’s hat and clovers on white background. Festive design for print, poster, flyer, party invitation, icon, badge, sign st patricks day stock illustrations[ ]  **Excel Module 5 textbook assignment due Monday, March 17, by 11:59pm.** |