### CIS 111 Week 8 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 8** **Part 1****begins on****Friday, March 21.****Week 8** **Part 1****begins on****Friday, March 21.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)**2. SAM Practice exam** **3. SAM Real Exam** **4. Watch videos****5. Download Module 6 folder****6. Excel Module 6:****Creating, Sorting, and Querying a Table****(required)** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Use checklist to keep track of your completed assignments.** **-Always do assignments in the order listed below.****-Use the SAM Practice Exam to prepare for Module 5.****-Complete the SAM Real Exam for Module 5.****-**[**Use database functions in Excel**](http://www.youtube.com/watch?v=1H86OvHxGLE)**-[Vlookup function](http://www.youtube.com/watch?v=PFvek64sHf8" \t "_blank)** **-**[**Sorting and filtering data**](http://www.youtube.com/watch?v=dgQyifxJM8A)**-**[**Explanation of Match and Index function**](http://www.youtube.com/watch?v=59c60PWsZjI)**-**[**Match and Index functions**](http://www.youtube.com/watch?v=Ue1FzZ0s9TI)**-**[**COUNTIF, SUMIF, or AVERAGEIF functions**](https://www.youtube.com/watch?v=YqF62MDY7ts)**-Download Excel Module 6 from Watson’s Website.** **-Unzip and label according to my labeling protocol.****-Download Textbook Project Module 6 in SAM.** **-Use Start file to complete Bank Account Managers workbook.****OR****Multitask between watching the YouTube video and using the SAM Start file to complete the project.****-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. Otherwise use the textbook written instructions to complete the project.** **-Caveat: Sound quality is poor, but all are closed-captioned.****-Part 1 – Create a table – 11 min.****[https://www.youtube.com/watch?v=t20\_wz7fzt0&t=309s](https://www.youtube.com/watch?v=XlDnvTMgVDM" \t "_blank)****-Part 2 – Lookup tables – 10 min.****[https://www.youtube.com/watch?v=h2\_gxgvImQY](https://www.youtube.com/watch?v=uukNakycC5M" \t "_blank)****-Part 3 – Create calculated fields – 6 min.**[**https://www.youtube.com/watch?v=2DLNcHeK\_xA**](https://www.youtube.com/watch?v=2DLNcHeK_xA)**-Part 4 – Conditional Formatting, Total Rows, and Printing – 5 min.**[**https://www.youtube.com/watch?v=wQbqm\_E4mKU**](https://www.youtube.com/watch?v=wQbqm_E4mKU)**-Part 5 – Sorting a table – 10 min.**[**https://www.youtube.com/watch?v=lQdkCZTBjf8**](https://www.youtube.com/watch?v=lQdkCZTBjf8)**-Part 6 – Criteria and extract ranges – 6 min.**[**https://www.youtube.com/watch?v=z2JyKDp5QKU**](https://www.youtube.com/watch?v=z2JyKDp5QKU)**-Part 7 – Database functions – 17 min.**[**https://www.youtube.com/watch?v=Xhsfg3wTM7E**](https://www.youtube.com/watch?v=Xhsfg3wTM7E)**-Part 8 – Summarizing data – 10 min.**[**https://www.youtube.com/watch?v=QJx4aisYyfM&t=29s**](https://www.youtube.com/watch?v=QJx4aisYyfM&t=29s)**-Instructions are in Module 6 in textbook.** **-Upload in SAM for grading.****-Turn in Module 6 folder on shared Google Drive.****-NOTE: If you run into a #SPILL! error, click** [**here**](https://support.microsoft.com/en-us/office/how-to-correct-a-spill-error-ffe0f555-b479-4a17-a6e2-ef9cc9ad4023?ui=en-us&rs=en-us&ad=us)**.** | [ ]  **SAM Module 5 Real Exam due Monday, March 24, by 11:59pm.**[ ]  **Excel Module 6 textbook assignment due Monday, March 24, by 11:59pm.** |