### CIS 111 Week 8 Part 1 Assignment Schedule

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.** |