### CIS 111 Week 5 Part 1 Assignment Checklist

**Office 2019 text SAM & important info Hyperlinks Due dates Other info**

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| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 5, Part 1, begins Monday, May 5**  **Week 5, Part 1, begins Monday, May 5**  **Week 5, Part 1, begins Monday, May 5** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. SAM Training**  **3. SAM Project**  **4. SAM Practice exam**  **5. SAM Real Exam**  **6. Watch videos**  **7. Download folder**  **8. Excel Module 7:**  **Creating Templates, Importing Data, Working with Images**  **9. Turn in folder**  **10. DC Ch 7**  **11. SAM DC Quiz Ch 7**  **12. Regarding MS Access** |  | **-Use checklist to keep track of your completed assignments.**  **-Always do assignments in the order listed below.**  **-SAM Excel Training for Module 6**  **-SAM Excel Project for Module 6 –** [**Murray Medical**](https://www.youtube.com/watch?v=dlXMKsZtQso&t=180s)  **-Use the SAM Practice Exam to prepare for Module 6.**  **-Complete the SAM Real Exam for Module 6.**  -[**Templates**](http://www.youtube.com/watch?v=zANltz5QY5I)  -[**Importing Data**](http://www.youtube.com/watch?v=CJSIMGmHgXs)  **-**[**Creating SmartArt**](http://www.youtube.com/watch?v=oddy_AUVq0E)  **-**[**3D Reference Concepts**](http://college.cengage.com/course_tech/shared/student/media/player.html?video=npexcel2010_video083c)  -[**How to Do 3D References**](http://college.cengage.com/course_tech/shared/student/media/player.html?video=npexcel2010_video083d)  **-Download Excel Module 7 from Watson’s Website.**  **-Unzip and label according to my labeling protocol.**  **-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.**  **-Work along in the project as you watch the videos.**  **-Part 1 – Templates – 19 min.**  [**https://www.youtube.com/watch?v=fH2aP\_bmDuw**](https://www.youtube.com/watch?v=fH2aP_bmDuw)  **-Part 2 – Importing Data – 23 min.**  [**https://www.youtube.com/watch?v=qCHb7Smb\_-U**](https://www.youtube.com/watch?v=qCHb7Smb_-U)  **-Part 3 - Using the Quick Analysis Gallery – 9 min.**  [**https://www.youtube.com/watch?v=r0oZGOrwYtg**](https://www.youtube.com/watch?v=r0oZGOrwYtg)  **-Part 4 – Inserting a Bar Chart – 8 min.**  [**https://www.youtube.com/watch?v=BuD8CnBtpm0**](https://www.youtube.com/watch?v=BuD8CnBtpm0)  **-Part 5 – SmartArt Graphics – 14 min.**  [**https://www.youtube.com/watch?v=V89zrtBcF9U**](https://www.youtube.com/watch?v=V89zrtBcF9U)  **-Part 6 – Text Boxes and More – 10 min.**  [**https://www.youtube.com/watch?v=FHdm2HvzQM8**](https://www.youtube.com/watch?v=FHdm2HvzQM8)  **-Save both (.xlsx and .xltx) files in Module 7 folder.**  **-Upload MISalesAnalysis.xlsx (workbook file) in SAM for grading.**  **-Close all files inside the module folder.**  **-Close the folder, too.**  **-Drag your folder to my shared Google Drive.**  **-Read Chapter 7 in DC – “Input and Output”.**  **-Complete the SAM DC Quiz 7 after reading Ch 7 in DC.**  **-If your version of Office 365 does not have MS Access 2019 software required for CIS 111, login to this class in Canvas to use AppStream for Office 365 software on campus.**  **-If you use a Google Chromebook computer, you will need to use Canvas AppStream for Office 365 software and Windows 10.**  **-If you have the free version of Office 365, it does not have MS Access. You will need to use Canvas AppStream for Office 365 software.**  **-OCC MBCC Computing Lab has Access software. Call 714.432.5634 for hours of operation.** | **SAM training and project due Thursday, May 8, midnight.**  **SAM Module 6 Real Exam due Thursday, May 8, midnight.**  **Excel Module 6 textbook project due Thursday, May 8, midnight.**  **Module 7 folder due Thursday, May 8, midnight.**  [**Drag Module 7 folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf)  **Complete DC Ch 7 reading before attempting Quiz 7.**  **SAM DC Quiz for Ch 7 due Thursday, May 8, midnight.** |
|  | **13. Blog & email** |  | **-Check** [**Blog**](http://www.blogger.com/) **and personal email several times a week.** |  |