

## CIS 111 Week 5 Part 1 Assignment Checklist

**Office 2019 text**

## SAM & important info

## ■ Hyperlinks

**Due dates**

### Other info

[illegible]

<p>Week 5, Part 1, begins Monday, May 5</p>	<p>9. Turn in folder</p>	<input type="checkbox"/> -Save both (.xlsx and .xltx) files in Module 7 folder. <input type="checkbox"/> -Upload MISalesAnalysis.xlsx (workbook file) in SAM for grading. <input type="checkbox"/> -Close all files inside the module folder. <input type="checkbox"/> -Close the folder, too. <input type="checkbox"/> -Drag your folder to my shared Google Drive.	<input type="checkbox"/> Module 7 folder due Thursday, May 8, midnight. <a href="#">Drag Module 7 folder into shared Google Drive</a>
	<p>10. DC Ch 7</p> <p>11. SAM DC Quiz Ch 7</p> <p>12. Regarding MS Access</p>	<input type="checkbox"/> -Read Chapter 7 in DC – “Input and Output”. <input type="checkbox"/> -Complete the SAM DC Quiz 7 after reading Ch 7 in DC. <input type="checkbox"/> -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. <input type="checkbox"/> - <a href="#">If you use a Google Chromebook computer, you will need to use</a> Canvas AppStream for Office 365 software and Windows 10. <input type="checkbox"/> -If you have the free version of Office 365, it <u>does not</u> have MS Access. You will need to use Canvas AppStream for Office 365 software. <input type="checkbox"/> -OCC MBCC Computing Lab has Access software. Call 714.432.5634 for hours of operation.	<input type="checkbox"/> Complete DC Ch 7 reading before attempting Quiz 7. <input type="checkbox"/> SAM DC Quiz for Ch 7 due Thursday, May 8, midnight.
	<p>13. Blog &amp; email</p>	<input type="checkbox"/> -Check <a href="#">Blog</a> and personal email several times a week.	