### 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****Monday,****May 19.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)**2. SAM Practice Exam****3. SAM Real Exam****4. Watch videos****5. Download folder****6. Access – Module 4 – Creating Reports & Forms** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Use checklist to keep track of your completed assignments.** **-SAM Access Module 3 practice exam****-SAM Access Module 3 REAL exam** * **As you progress through Module 4, these videos will help you understand the concepts and techniques.**

**-**[**Creating Reports, Deleting Fields, Print Preview, Saving, Exporting**](http://www.gcflearnfree.org/access2016/creating-reports/1/) **(use numbers at bottom of information on first page to advance to more videos/information.)*** **-**[**Enforce Referential Integrity**](https://www.youtube.com/watch?v=MtFcBnuoqow)

**-**[**Advanced Report Options, Formatting, Header/Footer, Page Numbering, Add Logo, Themes and Fonts**](http://www.gcflearnfree.org/access2016/advanced-report-options/1/) **(use numbers at bottom of information on first page to advance to more videos/information.)****-Download Access Module 4 from Watson’s Website** [**Folders page**](http://csjava.occ.cccd.edu/~watsonm/E_notebook/Downloading%20the%20E-notebook%20CS111%20.html)**. Unzip & re-label. Save all SAM Access projects in the Access folder.****-Login to SAM and download Project for Textbook Access Module 4 start file. Save into Access Module 4 folder.****-Use the SAM start file to complete the step-by-step instructions for “Vets…” database in Module 4 chapter.** **-There are no videos for Access Module 4. Use textbook instructions to do the project.****-Upload “Vets…” database start file back into SAM for grading. Look at the graded report in SAM and fix errors to re-upload for a better score.****-Delete ‘extra’ files from Module 4 folder (the files not used).** | [ ]  **SAM Access Module 3 Exam due by Thursday, May 22, midnight.**[ ]  **Access Module 4 folder due Thursday, May 22, midnight.** |
|  | **7. SAM Access Training****8. SAM Project****9. SAM Practice Exam****10. SAM REAL Exam****11. Turn in folder****12. Watch videos****13. DC Module 11****14. SAM DC Quiz – Ch 11****15. FYI** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Complete SAM Training for Access Module 4 Training.****-Complete SAM Project Access Module 4. Upload for grading in SAM.****-SAM Module 4 practice exam is not required but strongly recommended.** **-SAM Module 4 REAL exam. You get only one try on REAL exams.****-Close all files inside the module folder.** **-Close the folder, too.** **-Drag your folder to my shared Google Drive.** **-**[**A Day in the Life of a Database Manager**](http://www.youtube.com/watch?v=Ntdpw4jAz0M)**-**[**Database Administration as a Career**](http://www.youtube.com/watch?v=Y7iIZYkwR9I&feature=related)**-**[**Database Trends**](https://www.youtube.com/watch?v=XhZEsBGdHRQ)**-**[**Changes to Computer Thinking**](https://www.youtube.com/watch?v=J9LK6EtxzgM)**-Read DC Module 11, “Information & Data Management…”.****-Complete the SAM DC Quiz 11, “Information & Data Management…:** **-** [**Watch this video to learn about OneDrive**](https://support.office.com/en-us/article/Video-What-is-OneDrive-personal-a7707a86-7a07-4147-839a-40928b7f1d2c)**-** [**Video for signing in or creating a OneDrive Account.**](https://support.office.com/en-us/article/Sign-in-or-create-an-account-for-OneDrive-3adf09fd-90e3-4420-8c4e-b55e2cde40d2?ui=en-US&rs=en-US&ad=US)**-** [**Login to OneDrive or Create OneDrive Account**](https://onedrive.live.com/about/en-us/)**If you already have a OneDrive account, do not create a 2nd one. Use OneDrive for free storage and online Office applications.** | [ ]  **SAM training and projects due Thursday, May 22, midnight.**[ ]  **SAM Access Module 4 Exam due Thursday, May 22, midnight.**[ ]  **Module 7 folder due Thursday, May 22, midnight.**[ ]  **Complete DC Ch 11 reading before attempting Quiz 11.**[ ]  **SAM Quiz for DC Ch 11 due Thursday, May 22, midnight.** |
|  | **16.** [**Blog**](http://www.blogger.com/) **&** [**Gmail**](http://www.gmail.com/) | [ ]  | **-Check your personal email 3 to 4 times throughout the week.** |  |