### CIS 111 Week 7 Part 2 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 2**  **begins on**  **Thursday, May 22.** | **1.**  [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. Download folders**  **3. Word –**  **Module 2:**  **Editing and Formatting Documents**  **and**  **Module 3:**  **Formatting Text & Graphics**  **4. SAM Training**  **5. SAM Project**  **6. SAM Practice Exam for MS Word**  **7. SAM ‘Real’ Exams for MS Word** |  | **-Use checklist to keep track of your completed assignments.**  **-If you run into problems, post your questions on the blog.**  **-Always do assignments in the order listed below.**  **-Download Word Module 2 and Word Module 3 folders from Watson’s Website.**  **-Unzip & label folder, *CRN firstname lastname Word Module 2* and *CRN firstname lastname Word Module 3.***  **NOTE: There is an ebook in SAM with chapter material for Word & PPTX. The SAM Training, Projects, and Exams are related to the chapters in the ebook.**  **-FYI: Additional online help from Microsoft:** [**Microsoft Training for Word**](https://templates.office.com/en-US/templates-for-Word)  **-In SAM, there is an ebook, *Illustrated Collection Microsoft Office 365 & Office 2019*. If needed, use the ebook in SAM for Word Module 2 chapter for detailed Word instruction to help with the Word project below.**  **-SAM Training for Word Modules 2 & 3 – Complete the SAM training assignment before attempting the SAM project assignment.**  **-SAM Projects for Word Modules 2 & 3. Download instruction files, start files, and any supplemental files if applicable.**  **-Follow downloaded instructions to complete the projects.**  **-Upload finished projects to SAM for grading.**  **-Save project files in Word folder.**  **- SAM Word Modules 2 & 3 practice exams are not required but strongly recommended. Practice exams are available for 49 tries.**  **-SAM REAL Exams for Word Modules 2 & 3. Unlike practice exams, you get only one try on ‘real’ exams.** | **Please do not wait until the last minute to do your SAM assignments. Murphy’s Law: What can go wrong, will go wrong.**  **Submit Word Modules 2 & 3 folders by Monday, May 26, midnight.**  **All SAM assignments for Word Modules 2 & 3 due by Monday, May 26, midnight. \*NO LATE EXTENSIONS** |
| **Week 7**  **Part 2**  **begins on**  **Thursday, May 22.** | **8. Watch videos**  **9. DC Ch 12**  **10. SAM DC Quiz – Ch 12**  **11. FYI** |  | **-**[**What is Information Systems?**](http://www.youtube.com/watch?v=fJYFpwbvuDc&feature=related)  **-**[**What is data mining?**](http://www.youtube.com/watch?v=R-sGvh6tI04&feature=relmfu)  **-**[**What is informatics?**](https://www.youtube.com/watch?v=nFpwarVJtoc) **(UCI has this major.)**  **-Read DC Module 12, “Information System Development”.**  **-Complete the SAM DC Quiz 12. THIS IS THE LAST DC QUIZ.**  **-**[**What is SalesForce?**](https://www.youtube.com/watch?v=EfK0SURQ8X0)  **(Salesforce helps everyone in your company work more productively and better deliver the personalized experiences customers love. Employers often want potential employees to know how to use SalesForce.)** | **Watch videos**  **Read Ch. 12**  **SAM Quiz for DC Ch 12 by Monday, May 19, 11:59pm.**  **\*NO LATE EXTENSIONS** |
|  | **12. Blog & Email** |  | **-Check your personal email 3 to 4 times throughout the week.** |  |