

Excel 1 - Week 3 Assignment Checklist

■ Office 2019 text

■ SAM & important info

■ Hyperlinks

■ Due dates

■ Other info

Date	Topics	✓ Assignments	Due Dates
<p>Week 3 begins Mon., Sept. 9.</p>	<p>1. Use checklist</p> <p>2. Watch video demos</p> <p>3. Download Module 2 folder</p> <p>4. Excel 2019 text Mod. 2: Formulas, Functions, Formatting</p>	<p><input type="checkbox"/> -Use checklist to keep track of your completed work.</p> <p>The videos are not directly related to the SAM textbook file you create. However, the videos will help you understand concepts covered in Module 2.</p> <p><input type="checkbox"/> -Flash Fill</p> <p><input type="checkbox"/> -Excel Functions</p> <p><input type="checkbox"/> -Intro to Formulas</p> <p><input type="checkbox"/> -Creating Complex Formulas</p> <p><input type="checkbox"/> -Apply Conditional Formatting</p> <p><input type="checkbox"/> -Modifying Columns, Rows, and Cells</p> <p><input type="checkbox"/> -Download Excel Module 2 folder from Watson’s Website. Use the “Folders” link on Watson’s Website; then click on the Excel 1 link to display folders for downloading.</p> <p><input type="checkbox"/> -Unzip the downloaded folder and label it with ‘<i>CRN# firstname lastname Module 2</i>’.</p> <p><input type="checkbox"/> -Delete the zipped folder. You won’t need it any longer.</p> <p><input type="checkbox"/> -Login to SAM to download Module 2 textbook project, “Klapore Engineering.xlsx”.</p> <p><input type="checkbox"/> -You must read the chapter for instructions. Otherwise you won’t know what to do with the “Klapore Engineering...” Start file.</p> <p><input type="checkbox"/> -Use the SAM downloaded start file, “Klapore...”, to complete the steps you read in Module 2 chapter in the ebook.</p> <p>OR</p> <p><input type="checkbox"/> -Watch this YouTube video for Module 2 textbook project. Work along in the project as you watch the video. Otherwise use the textbook written instructions to complete the project.</p> <p><input type="checkbox"/> -Module 2 https://www.youtube.com/watch?v=hnx6odlcbPI&t=3s</p> <p><input type="checkbox"/> -Save Klapore Engineering.xlsx in Module 2 folder.</p> <p><input type="checkbox"/> -Upload Klapore project file for grading in SAM.</p> <p><input type="checkbox"/> -SAM upload window will tell you the expected name for the file, which is different than the text instructions tell you.</p> <p><input type="checkbox"/> -After file is graded by SAM, look at “Klapore...” graded report.</p> <p><input type="checkbox"/> -Fix whatever may be wrong and resubmit in SAM for higher score.</p> <p><input type="checkbox"/> -You have 5 tries on projects. Only highest score counts.</p>	<p><input type="checkbox"/> Watch videos before attempting Excel Module 2.</p> <p><input type="checkbox"/> Label Module 2 folder per my labeling protocol.</p> <p><input type="checkbox"/> SAM Module 2 textbook project due by Wed., Sept. 18.</p>

<p>Week 3 cont'd. Mon., Sept. 9.</p>	<p>5. SAM Training Module 2 (required)</p> <p>6. SAM Projects Module 2 (required)</p> <p>7. Your grade spreadsheet</p> <p>8. Turn folder in</p> <p>9. SAM Practice Exam Module 2 (recommended)</p> <p>10. SAM REAL Exam Module 2 (required)</p> <p>11. Practice Excel Theory exam</p> <p>12. MS Excel Training Links</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -SAM Module 2 Training – Follow instructions in SAM. <input type="checkbox"/> -“Observe” in training has video instruction but is not required. <input type="checkbox"/> -“Apply” in training is required for credit. <input type="checkbox"/> -Download SAM project start files (3 projects) you’re your Module 2 folder. <input type="checkbox"/> -Download SAM project instruction files (3 projects) into your Module 2 folder. <input type="checkbox"/> -Follow instruction files to complete the start file projects. OR multitask by watching the videos and completing the projects using your Start files: <input type="checkbox"/> -Module 2 project: Roadrunner Online video <input type="checkbox"/> -Module 2 project: Edgerton-Norris <input type="checkbox"/> -Module 2 project: Rivera Engineering <input type="checkbox"/> -Save completed start files in your Module 2 folder. <input type="checkbox"/> -Upload in SAM for grading. <input type="checkbox"/> -Look at graded reports. Fix whatever may be wrong and resubmit in SAM for better scores. <input type="checkbox"/> -You have 5 tries to get 100% on projects. <input type="checkbox"/> -Use this spreadsheet ‘template’ to record your SAM grades. <input type="checkbox"/> -Fill in your SAM grades to see your current grade. <input type="checkbox"/> -The grade spreadsheet is not an assignment. It is ‘for your eyes only’. <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"/> -SAM Module 2 practice exam is not required but strongly recommended. Practice exams are available for multiple tries. <input type="checkbox"/> -SAM ‘Real’ Exam for Module 2 – Follow instructions in SAM. Unlike practice exams, you get only one try on ‘real’ exams. -DO NOT OPEN THE REAL EXAM UNLESS YOU ARE READY. <input type="checkbox"/> -Use the Practice Excel Theory Exam to prepare for the REAL theory exam, which will be scheduled in a few weeks. Get started on this now so you are prepared when the real theory exam is scheduled. <input type="checkbox"/> -Microsoft provides training 	<ul style="list-style-type: none"> <input type="checkbox"/> SAM training due by Wed., Sept. 18, 11:59pm. <input type="checkbox"/> SAM projects due by Wed., Sept. 18, 11:59pm. <input type="checkbox"/> Drag Excel Module 2 folder into shared Google Drive by Wed., Sept. 18, 11:59pm. <input type="checkbox"/> SAM Exam for Module 2 is due by Wed., Sept. 18, 11:59pm.
	<p>13. Blog & email</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -Post questions on Blog. <input type="checkbox"/> -Check blog 3-4 times a week. <input type="checkbox"/> -Check your personal email 3-4 times a week. 	