### Excel 1 - Week 4 Assignment Checklist

**Office 2019 text SAM Exams, Projects, Training, & important info Hyperlinks Due dates Other info**

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| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 4, Monday**  **Sept. 16.**  **Week 4, Monday**  **Sept. 16 cont’d.** | **1.** [**Use checklist**](https://youtu.be/thDtf0ajU2s)  **2. Watch videos**  **3. Download folder**  **4. Module 3:**  **Working with Large Worksheets, Charting, and What-If Analysis**  **5. SAM Training Module 3**  **6. SAM Projects Module 3**  **7. Your grade spreadsheet**  **8. Turn in folder**  **9. SAM Practice Exam**  **10. SAM REAL Exam Module 3 (required)**  **11. Practice Excel Theory exam**  **12. FYI** |  | **-Use checklist to keep track of your completed work.**  **- This is a heavy week, so plan on spending a few extra hours on assignments.**  **Even though these videos illustrate a former version of Excel, they still demonstrate how formulas and functions work in spreadsheet software.**  **-**[**Relative vs absolute cell referencing**](https://www.youtube.com/watch?v=Yx52CYvR5ao)  **-**[**Formulas and Functions**](http://www.youtube.com/watch?v=dwkRWlQyZJY)  **-**[**If Function**](http://www.youtube.com/watch?v=OMu7LTGHMVc&feature=relmfu)  **-** [**Names Cell Ranges and Functions**](https://www.youtube.com/watch?v=D1RcsFBJKYU&feature=relmfu)  **-Download, unzip, &** [**label**](https://www.youtube.com/watch?v=5kdn6C8onfA&feature=youtu.be) **Module 3 Excel folder from Watson’s Website,** [**Folders**](https://watsonswebsite.com/folders/folders.html) **page.**  **-Delete the zipped folder. You won’t need it any longer.**  **-**[**Login to SAM**](https://sam.cengage.com/App/login?ReturnUrl=%2fLogin.aspx) **to download Module 3 textbook project, “Manola Department Stores…”.**  **- You must read the chapter for instructions. Otherwise you won’t know what to do with the “Manola…” Start file.**  **-Use the SAM project start file to complete steps in Module 3 chapter to create the Manola workbook.**  **OR**  **Multitask between watching the YouTube video and using the SAM Start file to complete the project.**  **-Part 1 [https://www.youtube.com/watch?v=x9d0W25dUUI](https://www.youtube.com/watch?v=x9d0W25dUUI" \t "_blank)**  **-Part 2 begins with some general instruction and begins Manolo part 2 around the 5 minute mark:** [**https://www.youtube.com/watch?v=AoyHFi8n19Q**](https://www.youtube.com/watch?v=AoyHFi8n19Q)  **NOTE: The video was recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by SAM.**  **-SAM upload window will tell you the expected name for the file, which is different than the text instructions tell you.**  **-After file is graded by SAM, look at the graded report.**  **-Fix whatever may be wrong.**  **-Resubmit in SAM for better score. You have 5 tries on projects. Only highest score counts.**  **-Save Manola in Module 3 folder.**  **-Upload Manola project file for grading in SAM.**  **-SAM upload window will tell you the expected name for the file, which is different than the text instructions tell you.**  **-After file is graded by SAM, look at Manola graded report.**  **-Fix whatever may be wrong and resubmit in SAM for better score.**  **-You have 5 tries on projects. Only highest score counts.**  **Do not wait until the last minute to do SAM assignments.**  **-Complete the SAM Training for Module 3.**  **-Complete the remaining four** [**SAM projects**](https://www.youtube.com/watch?v=gbTm7q_T7TM&list=PLtv5E8moFF2rKKdlZO_QoOg4lZB2bknuE&index=12) **for Module 3. Follow SAM instructions.**  **OR multitask by watching the videos and completing the projects using your Start files:**  **-Module 3 project:** [**Raybridge Recruiting**](https://www.youtube.com/watch?v=xNlLznGS6Sw)  **-Module 3 project:** [**Sales Dart Services**](https://www.youtube.com/watch?v=k0slHBEKoGg)  **-Module 3 project:** [**Seven Summits Group**](https://www.youtube.com/watch?v=eoiLytZK1nU)  **-HONORS STUDENTS: This project is only for Honors students in CRN 24383**  **Capstone project:** [**Ensight Healthcare Consultants**](https://www.youtube.com/watch?v=QVcMWvTkOHw)  **-Fill in your SAM grades on your grade sheet.**  **-Close all files inside the module folder.**  **-Close the folder, too.**  **-Drag your folder to my shared Google Drive.**  **-Use the SAM Practice Exam for Module 3 to prepare for the REAL Exam.**  **-SAM ‘Real’ Exam for Module 3 – 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.**  **-Use the** [**Practice Excel Theory Exam**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Excel%201%20Handouts/Excel%20Theory%20Practice%20Exam.pdf) **to prepare for the REAL Theory Exam next week.**  **-**[**Microsoft’s resource on IF Function**](https://support.microsoft.com/en-us/office/if-function-69aed7c9-4e8a-4755-a9bc-aa8bbff73be2) | **Watch videos before attempting Excel Module 3.**  **Label Module 3 folder per my** [**labeling**](https://www.youtube.com/watch?v=CP8aWhL1PRk) **protocol.**  **SAM Module 3 textbook project due by Wed., Sept. 25, 11:59pm.**  **Cont’d next page…**  **SAM Module 3 training and projects due by Wed., Sept. 25, by 11:59pm.**  **Module 3 folder due by Wed., Sept. 25, 11:59pm.** [**Drag Module 3 folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf)  **SAM REAL Exam Module 3 due by Wed., Sept. 25, 11:59pm.**  **Use practice exam** |
|  | **13. Blog & email** |  | **-Post questions on** [**Blog**](http://www.blogger.com/)**.**  **-Check blog 3-4 times a week.**  **-Check your personal email 3-4 times a week.** |  |