Excel 1 - Week 4 Assignment Checklist

Date	Topics	✓	Assignments	Due Dates
	1. <u>Use</u> checklist		-Use checklist to keep track of your completed work This is a heavy week, so plan on spending a few extra hours on assignments.	
Week 4, Monday Sept. 16.	2. Watch videos  3. Download	00000	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 -Formulas and Functions -If Function  - Names Cell Ranges and Functions  -Download, unzip, & label Module 3 Excel folder from	□ Watch videos before attempting Excel Modul 3.
	folder		Watson's Website, <u>Folders</u> page.	Module 3
			-Delete the zipped folder. You won't need it any longer.	folder per my <u>labeling</u>
	4. Module 3: Working with Large Worksheets, Charting, and What-If Analysis		-Login to SAM 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  -Part 2 begins with some general instruction and begins Manolo part 2 around the 5 minute mark: 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.	□ SAM Module 3 textbook project due by Wed., Sept. 25, 11:59pm.

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			-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.	Cont'd next
			Do not wait until the last minute to do SAM assignments.	page
	5. SAM		-Complete the SAM Training for Module 3.	
	Training			
	Module 3			_
				SAM
Week 4,	6. SAM			Module 3
Monday	Projects		Follow SAM instructions.	training and
Sept. 16 cont'd.	Module 3		OR multitask by watching the videos and completing the	projects due
cont a.		l	projects using your Start files:	by Wed.,
			-Module 3 project: Raybridge Recruiting	Sept. 25, by
			-Module 3 project: <u>Sales Dart Services</u> -Module 3 project: <u>Seven Summits Group</u>	11:59pm.
			ivioudie 3 project. <u>Seven Summits Group</u>	
			-HONORS STUDENTS: This project is only for Honors	
			students in CRN 24383	
			Capstone project: Ensight Healthcare Consultants	
			<u> </u>	
	7. Your grade	_		☐ Module 3
	spreadsheet		-Fill in your SAM grades on your grade sheet.	folder due by
				Wed., Sept.
	8. Turn in		-Close all files inside the module folder.	25, 11:59pm.
	folder		-Close the folder, too.	<b>Drag Module</b>
			-Close the folder, tooDrag your folder to my shared Google Drive.	3 folder into
			-brag your folder to my shared doogle brive.	shared
				<b>Google Drive</b>
	9. SAM	П	-Use the SAM Practice Exam for Module 3 to prepare for	
	Practice Exam		the REAL Exam.	☐ SAM REAL
				Exam
	10 CANADEAL			Module 3
	10. SAM REAL Exam Module		-SAM 'Real' Exam for Module 3 – Follow instructions in	due by Wed.,
	3 (required)		SAM.	Sept. 25,
	5 (required)		-Unlike practice exams, you get only one try on 'real'	11:59pm.
			exams.	
			-DO NOT OPEN THE REAL EXAM UNLESS YOU ARE READY.	Use
	11. Practice			practice
	Excel Theory		-Use the <u>Practice Excel Theory Exam</u> to prepare for the	exam
	exam		REAL Theory Exam next week.	
	12. FYI		-Microsoft's resource on IF Function	
			IVIICIOSOIT S TESOUICE OII IF FUIICIOII	
	13. Blog &		-Post questions on <u>Blog</u> .	
	email		-Check blog 3-4 times a week.	
			-Check your personal email 3-4 times a week.	
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