### Excel 1 - Week 5 Assignment Checklist

**Office 2019 text SAM & important info Hyperlinks Due dates Other info**

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| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 5, Mon.,****Sept. 23.****Week 5, Mon.,****Sept. 23 cont’d.** | **1.** [**Use checklist**](https://youtu.be/thDtf0ajU2s)**2. Watch video demos****3. Download folder****4. Module 4 – Financial Functions, Data Tables, and Amortization Schedules****5. SAM Training for Module 4** **6. SAM Projects for Module 4** **7. Your grade spreadsheet****8. Turn in folder****9. SAM Practice Exam – Module 4****10. SAM REAL Exam – Module 4****11. Excel Practice Theory Exam****12. Excel Theory Exam**  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Use checklist to keep track of your completed work.****Watch these videos: The videos will help you understand concepts covered in Module 4 chapter.****-** [**Calculator**](http://www.youtube.com/watch?v=TfdmVSVul5w)**-** [**PMT & FV Functions**](https://www.youtube.com/watch?v=ommFNU-q_RM)**-**[**Conditional Formatting**](https://support.office.com/en-us/article/Use-conditional-formatting-03ab07da-1564-4913-b69f-2b1a370c8910?ui=en-US&rs=en-US&ad=US)**-**[**Advanced If functions - nested IF functions, IF with AND and OR, COUNTIFS, SUMIFS, AVERAGEIFS, IFERROR**](https://support.office.com/en-us/article/Advanced-IF-functions-17341cef-510d-4d60-a657-913f878fdacf?ui=en-US&rs=en-US&ad=US)**-Download, unzip, &** [**label**](https://www.youtube.com/watch?v=5kdn6C8onfA&feature=youtu.be) **Module 4 Excel folder from Watson’s Website,** [**Folders**](https://watsonswebsite.com/folders/folders.html) **page.****-**[**Login to SAM**](https://sam.cengage.com/App/login?ReturnUrl=%2fLogin.aspx) **to download textbook project for Module 4, Cranford Mortgage Payment Calculator****-Save in Module 4 folder.** **-Use the SAM project start file to complete steps in Module 4 chapter to create the “Cranford…” workbook.** **OR multitask by watching the videos and completing the projects using your Start files.****NOTE: Project instructions tell you to use the Feathered theme. If you cannot find the Feathered theme, use the Mesh theme.****Part 1****-**[**https://www.youtube.com/watch?v=aX04YZzZ4iM**](https://www.youtube.com/watch?v=aX04YZzZ4iM)**Part 2****-**[**https://www.youtube.com/watch?v=mfw5L2E-xEw**](https://www.youtube.com/watch?v=mfw5L2E-xEw)**-When finished with Cranford…, SAM upload window will tell you the expected name for the file, which is different than the text instructions tell you.****-Upload in SAM for grading.****-After file is graded by SAM, look at the graded report.** **-Fix whatever may be wrong and resubmit in SAM for better score.** **-You have 5 tries on projects. Only highest score counts.****-SAM Training for Module 4 – Follow instructions in SAM.****-SAM Projects for Module 4 – There are 3 projects for Module 4. Follow instructions in SAM.****OR multitask by watching the videos and completing the projects using your Start files:****-Module 4 project:** [**Smith & Lyngate Insurance**](https://www.youtube.com/watch?v=LkYhcpQc5pM)**-Module 4 project: Ramos Family Home Purchase (There is no video for this project. Use the project instructions in SAM.)****-Module 4 project:** [**Conyers Law**](https://www.youtube.com/watch?v=bkgQvAUCzho)**-Fill in your grades on your grade spreadsheet.****-Close all files inside the module folder.** **-Close the folder, too.****-Drag your folder to my shared Google Drive.****-SAM Module 4 practice exam is not required but strongly recommended. Practice exams are available for 50 tries.** **-Module 4 REAL Exam. You only get 1 try on this exam so make sure all assignments for Module 4 are complete before you open the exam.****-Continue to 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 exam this week.** **-Excel Theory REAL Exam – Complete this multiple-choice exam in SAM.****-Plan ahead. Do not wait until the last minute to do SAM assignments.** | [ ]  **Watch videos before attempting Excel Module 4.**[ ]  **Complete SAM Module 4 textbook project by Wednesday, Oct. 2, 11:59pm.**[ ]  **SAM training & projects due by Wednesday, Oct. 2, 11:59pm.** [ ]  **Module 4 folder due by Wednesday, Oct. 2, 11:59pm.** [**Drag Module 4 folder into shared Google Drive**](https://drive.google.com/drive/folders/1Ih1awf23JLWa44T6VZJ3yr31BfUhrmq_?usp=sharing)[ ]  **SAM Module 4 REAL Exam due by Wednesday, Oct. 2, 11:59pm.**[ ]  **Excel Theory Exam due by Wednesday, Oct. 2, 11:59pm.** |
|  | **13. Blog & email** | [ ] [ ]  | **-Check your personal email 3 to 4 times throughout the week.****-Read class blog 3 to 4 times throughout the week.** |  |