

Excel 1 - Week 5 Assignment Checklist

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

Date	Topics	✓	Assignments	Due Dates
Week 5, Mon., Sept. 23.	1. Use checklist	<input type="checkbox"/>	-Use checklist to keep track of your completed work.	□ 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.
	2. Watch video demos	<input type="checkbox"/>	Watch these videos: The videos will help you understand concepts covered in Module 4 chapter. - Calculator - PMT & FV Functions - Conditional Formatting - Advanced If functions - nested IF functions, IF with AND and OR, COUNTIFS, SUMIFS, AVERAGEIFS, IFERROR	
	3. Download folder	<input type="checkbox"/>	-Download, unzip, & label Module 4 Excel folder from Watson’s Website, Folders page.	
	4. Module 4 – Financial Functions, Data Tables, and Amortization Schedules	<input type="checkbox"/>	- Login to SAM to download textbook project for Module 4, Cranford Mortgage Payment Calculator	
		<input type="checkbox"/>	-Save in Module 4 folder.	
		<input type="checkbox"/>	-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.	
		<input type="checkbox"/>	Part 1 -https://www.youtube.com/watch?v=aX04YzzZ4iM	
		<input type="checkbox"/>	Part 2 -https://www.youtube.com/watch?v=mfw5L2E-xEw	
		<input type="checkbox"/>	-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.	
		<input type="checkbox"/>	-Upload in SAM for grading.	
		<input type="checkbox"/>	-After file is graded by SAM, look at the graded report.	
		<input type="checkbox"/>	-Fix whatever may be wrong and resubmit in SAM for better score.	
		<input type="checkbox"/>	-You have 5 tries on projects. Only highest score counts.	
	5. SAM Training for Module 4	<input type="checkbox"/>	-SAM Training for Module 4 – Follow instructions in SAM.	
	6. SAM Projects for Module 4	<input type="checkbox"/>	-SAM Projects for Module 4 – There are 3 projects for Module 4. Follow instructions in SAM.	

<p>Week 5, Mon., Sept. 23 cont'd.</p>	<p>7. Your grade spreadsheet</p> <p>8. Turn in folder</p> <p>9. SAM Practice Exam – Module 4</p> <p>10. SAM REAL Exam – Module 4</p> <p>11. Excel Practice Theory Exam</p> <p>12. Excel Theory Exam</p>	<p>OR multitask by watching the videos and completing the projects using your Start files:</p> <ul style="list-style-type: none"> <input type="checkbox"/> -Module 4 project: Smith & Lyngate Insurance <input type="checkbox"/> -Module 4 project: Ramos Family Home Purchase (There is no video for this project. Use the project instructions in SAM.) <input type="checkbox"/> -Module 4 project: Conyers Law <input type="checkbox"/> -Fill in your grades on your grade spreadsheet. <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 4 practice exam is not required but strongly recommended. Practice exams are available for 50 tries. <input type="checkbox"/> -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. <input type="checkbox"/> -Continue to use the Practice Excel Theory Exam to prepare for the REAL exam this week. <input type="checkbox"/> -Excel Theory REAL Exam – Complete this multiple-choice exam in SAM. <input type="checkbox"/> -Plan ahead. Do not wait until the last minute to do SAM assignments. 	<ul style="list-style-type: none"> <input type="checkbox"/> Module 4 folder due by Wednesday, Oct. 2, 11:59pm. Drag Module 4 folder into shared Google Drive <input type="checkbox"/> SAM Module 4 REAL Exam due by Wednesday, Oct. 2, 11:59pm. <input type="checkbox"/> Excel Theory Exam due by Wednesday, Oct. 2, 11:59pm.
	<p>13. Blog & email</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -Check your personal email 3 to 4 times throughout the week. <input type="checkbox"/> -Read class blog 3 to 4 times throughout the week. 	