### Excel 1 - Week 6 Assignment Checklist

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

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| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 6, Monday,****Sept. 30.****Week 6, Monday,****Sept. 30, cont’d.** | **1.** [**Use checklist**](https://youtu.be/thDtf0ajU2s)**2. Watch video demos****3. Download Module 5 folder****4. Module 5:****Working with Multiple Worksheets and Workbooks****5. SAM Training Module 5****6. SAM Module 5 Projects** **7. Your grade spreadsheet****8. Turn in folder****9. SAM Practice Exam Module 5****10. SAM REAL Exam Module 5****11. FYI** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Use checklist to keep track of your completed work.****Watch these videos: These videos will help you understand concepts covered in Module 5 chapter.****-**[**ROUND Function**](https://www.youtube.com/watch?v=etpBHYuSimA)**-**[**Excel Custom Number Format**](https://www.youtube.com/watch?v=E3Q5LA6DNZM)**-**[**Total data on multiple worksheets**](https://www.youtube.com/watch?v=IRtgIfIfAHE)**-** [**3D cell references across sheets**](http://college.cengage.com/course_tech/shared/student/media/player.html?video=npexcel2010_video083c)- [**3D references across workbooks**](http://college.cengage.com/course_tech/shared/student/media/player.html?video=npexcel2010_video083d)**-**[**Multiple worksheets calculations and functions**](http://www.youtube.com/watch?v=ldXtAYCnTZE)**-**[**Headers and footers**](https://www.youtube.com/watch?v=QIr5ASh5Ea0)**-**[**Linking workbooks**](https://www.youtube.com/watch?v=6vSnzCOiumY)**-Download, unzip, &** [**label**](https://www.youtube.com/watch?v=CP8aWhL1PRk) **Module 5 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 start file for Module 5, Consolidated Expenses.** **- Use “Consolidated…” start file to complete steps in Module 5 chapter.** **OR****Watch this YouTube video for Module 5 textbook project. Work along in the project as you watch the video. Otherwise use the textbook written instructions to complete the project.** **-Part 1****[https://www.youtube.com/watch?v=yR6MKz6O30Y](https://www.youtube.com/watch?v=t18R_K9UuxY" \t "_blank)****-Part 2****[https://www.youtube.com/watch?v=Iq2gDqgQToA](https://www.youtube.com/watch?v=QZGL-qxwLC4" \t "_blank)****-Part 3****[https://www.youtube.com/watch?v=baZc0HWbgp8&t=171s](https://www.youtube.com/watch?v=ZwlpaF-BZss" \t "_blank)****-Save “Consolidated…” file in Module 5 folder.** **-SAM upload window will tell you the expected name for the file.****-Upload “Consolidated…” project file in SAM for grading.****-Look at graded report.** **-Fix whatever may be wrong and resubmit in SAM for better score.** **-You have 5 tries on projects. Only highest score counts.** **-Complete** [**SAM Training**](https://www.youtube.com/watch?v=yh8Ep7V8Bo4) **for Module 5.** **Complete the remaining 3** [**SAM projects**](https://www.youtube.com/watch?v=gbTm7q_T7TM&list=PLtv5E8moFF2rKKdlZO_QoOg4lZB2bknuE&index=12) **for Module 5. Save project files in Module 5 folder. (There are no videos for the projects. Use the written instructions in SAM.)****-Module 5 project:** [**Media Hub**](https://www.youtube.com/watch?v=TaarhkQ45x4) **(Turn on CC to better understand the presenter’s voice.)****-Module 5 project:** [**Jefferson School District**](https://www.youtube.com/watch?v=INIziD3ho6Q)**-Module 5 project:** [**Flexy Wireless Communications**](https://www.youtube.com/watch?v=fXXmS8TiRhY&t=458s)**-HONORS STUDENTS: This project is only for Honors students in CRN 24383****Module 5 project:** [**Narbonne Suites**](https://www.youtube.com/watch?v=67sZQ_gW_k8)**-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.****Cont’d next page…****-SAM Module 5 practice exam is not required but strongly recommended.** **-SAM Module 5 REAL Exam – Finish all SAM assignments before opening the REAL Exam.****-Do not wait until the last minute to do SAM assignments.****-**[**Free templates from Microsoft**](https://templates.office.com/en-us/premium-templates)**In Excel 2, you will learn how to make your own templates.** | [ ]  **Watch videos before attempting Module 5 textbook project.**[ ]  **Module 5 textbook project is due by Wednesday,** **Oct. 9, 11:59pm.**[ ]  **SAM training & projects for Module 5 due by Wednesday,** **Oct. 9, by 11:59pm.**[ ]  **Module 5 folder due by Wed., Oct. 9, 11:59pm.** [**Drag Module 5 folder into shared Google Drive**](https://drive.google.com/drive/folders/1Ih1awf23JLWa44T6VZJ3yr31BfUhrmq_?usp=sharing)[ ]  **SAM REAL Exam for Module 5 due by Wednesday,****Oct. 9, by 11:59pm.** |
|  | **12. 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.** |  |