### 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.** |  |