

Excel 1 - Week 6 Assignment Checklist

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

Date	Topics	✓	Assignments	Due Dates
Week 6, Monday, Sept. 30.	1. Use checklist	<input type="checkbox"/>	-Use checklist to keep track of your completed work.	
	2. Watch video demos	<input type="checkbox"/>	Watch these videos: These videos will help you understand concepts covered in Module 5 chapter. <ul style="list-style-type: none"> -ROUND Function -Excel Custom Number Format -Total data on multiple worksheets -3D cell references across sheets -3D references across workbooks -Multiple worksheets calculations and functions -Headers and footers -Linking workbooks 	<input type="checkbox"/> Watch videos before attempting Module 5 textbook project.
	3. Download Module 5 folder	<input type="checkbox"/>	-Download, unzip, & label Module 5 Excel folder from Watson's Website, Folders page.	
	4. Module 5: Working with Multiple Worksheets and Workbooks	<input type="checkbox"/>	- Login to SAM to download textbook project start file for Module 5, Consolidated Expenses.	
		<input type="checkbox"/>	- Use "Consolidated..." start file to complete steps in Module 5 chapter. <p>OR</p> 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.	<input type="checkbox"/> Module 5 textbook project is due by Wednesday, Oct. 9, 11:59pm.
		<input type="checkbox"/>	-Part 1 https://www.youtube.com/watch?v=yR6MKz6O30Y	
	<input type="checkbox"/>	-Part 2 https://www.youtube.com/watch?v=lq2gDggQToA		
	<input type="checkbox"/>	-Part 3 https://www.youtube.com/watch?v=baZc0HWbpg8&t=171s		
	<input type="checkbox"/>	-Save "Consolidated..." file in Module 5 folder.		
	<input type="checkbox"/>	-SAM upload window will tell you the expected name for the file.		
	<input type="checkbox"/>	-Upload "Consolidated..." project file in SAM for grading.		
	<input type="checkbox"/>	-Look at 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 Module 5	<input type="checkbox"/>	-Complete SAM Training for Module 5.	
	6. SAM Module 5 Projects	<input type="checkbox"/>	Complete the remaining 3 SAM projects for Module 5. Save project files in Module 5 folder. (There are no videos for the projects. Use the written instructions in SAM.)	<input type="checkbox"/> SAM training & projects for Module 5

<p>Week 6, Monday, Sept. 30, cont'd.</p>	<p>7. Your grade spreadsheet</p> <p>8. Turn in folder</p> <p>9. SAM Practice Exam Module 5</p> <p>10. SAM REAL Exam Module 5</p> <p>11. FYI</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -Module 5 project: Media Hub (Turn on CC to better understand the presenter's voice.) <input type="checkbox"/> -Module 5 project: Jefferson School District <input type="checkbox"/> -Module 5 project: Flexy Wireless Communications <input type="checkbox"/> -HONORS STUDENTS: This project is only for Honors students in CRN 24383 Module 5 project: Narbonne Suites <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. Cont'd next page... <input type="checkbox"/> -SAM Module 5 practice exam is not required but strongly recommended. <input type="checkbox"/> -SAM Module 5 REAL Exam – Finish all SAM assignments before opening the REAL Exam. <input type="checkbox"/> -Do not wait until the last minute to do SAM assignments. <input type="checkbox"/> -Free templates from Microsoft In Excel 2, you will learn how to make your own templates. 	<p>due by Wednesday, Oct. 9, by 11:59pm.</p> <p><input type="checkbox"/> Module 5 folder due by Wed., Oct. 9, 11:59pm. Drag Module 5 folder into shared Google Drive</p> <p><input type="checkbox"/> SAM REAL Exam for Module 5 due by Wednesday, Oct. 9, by 11:59pm.</p>
	<p>12. Blog & email</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -Post questions on Blog. <input type="checkbox"/> -Check blog 3-4 times a week. <input type="checkbox"/> -Check your personal email 3-4 times a week. 	