**Excel 1 - Week 7 Assignment Checklist**

**Excel 2019 text SAM: Exams, Training, Projects Hyperlinks Due dates Other info**

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| Date | **Topic** | ✓ | Homework Assignment Checklist | Due Dates |
| **Week 7**  **begins**  **Monday,**  **October 7.**  **Week 7**  **begins**  **Monday,**  **October 7.** | **1.** [**Use checklist**](https://youtu.be/thDtf0ajU2s)  **2. Watch video demos**  **3. Download Module 6 folder**  **4. Module 6:**  **Creating, Sorting, and Querying a Table**  **5. SAM Training Module 6**  **6. SAM Projects Module 6**  **7. Your grade spreadsheet**  **8. Turn in folder**  **9. SAM Practice Exam Module 6**  **10. SAM REAL Exam**  **Module 6**  **10. FYI**  **11. Excel 2** |  | **-Use checklist to keep track of your completed work.**  **Watch these videos:**  **-**[**Use database functions in Excel**](http://www.youtube.com/watch?v=1H86OvHxGLE)  **-[Vlookup function](http://www.youtube.com/watch?v=PFvek64sHf8" \t "_blank)**  **-**[**Sorting and filtering data**](http://www.youtube.com/watch?v=dgQyifxJM8A)  **-**[**Explanation of Match and Index function**](http://www.youtube.com/watch?v=59c60PWsZjI)  **-**[**Match and Index functions**](http://www.youtube.com/watch?v=Ue1FzZ0s9TI)  **-**[**COUNTIF, SUMIF, or AVERAGEIF functions**](https://www.youtube.com/watch?v=YqF62MDY7ts)  **-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.**  **-Download Textbook Project Module 6 in SAM.**  **-Use Start file to complete Bank Account Managers workbook.**  **OR**  **-Work along in the project as you watch the videos below. Otherwise use the textbook written instructions to complete the project.**  **-The videos were recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by SAM.**  **CAVEAT: Sound quality is poor, but all are closed-captioned.**  **-Part 1 – Create a table – 11 min.**  **[https://www.youtube.com/watch?v=t20\_wz7fzt0&t=309s](https://www.youtube.com/watch?v=XlDnvTMgVDM" \t "_blank)**  **-Part 2 – Lookup tables – 10 min.**  **[https://www.youtube.com/watch?v=h2\_gxgvImQY](https://www.youtube.com/watch?v=uukNakycC5M" \t "_blank)**  **-Part 3 – Create calculated fields – 6 min.**  [**https://www.youtube.com/watch?v=2DLNcHeK\_xA**](https://www.youtube.com/watch?v=2DLNcHeK_xA) **-Part 4 – Conditional Formatting, Total Rows, and Printing – 5 min.** [**https://www.youtube.com/watch?v=wQbqm\_E4mKU**](https://www.youtube.com/watch?v=wQbqm_E4mKU)  **-Part 5 – Sorting a table – 10 min.**  [**https://www.youtube.com/watch?v=lQdkCZTBjf8**](https://www.youtube.com/watch?v=lQdkCZTBjf8)  **-Part 6 – Criteria and extract ranges – 6 min.**  [**https://www.youtube.com/watch?v=z2JyKDp5QKU**](https://www.youtube.com/watch?v=z2JyKDp5QKU)  **-Part 7 – Database functions – 17 min.**  [**https://www.youtube.com/watch?v=Xhsfg3wTM7E**](https://www.youtube.com/watch?v=Xhsfg3wTM7E)  **-Part 8 – Summarizing data – 10 min.**  [**https://www.youtube.com/watch?v=QJx4aisYyfM&t=29s**](https://www.youtube.com/watch?v=QJx4aisYyfM&t=29s)  **-Instructions are in Module 6 in textbook.**  **-Upload in SAM for grading.**  **-Turn in Module 6 folder on shared Google Drive.**  **-NOTE: If you run into a #SPILL! error, click** [**here**](https://support.microsoft.com/en-us/office/how-to-correct-a-spill-error-ffe0f555-b479-4a17-a6e2-ef9cc9ad4023?ui=en-us&rs=en-us&ad=us)**.**  **-Complete** [**SAM Training**](https://www.youtube.com/watch?v=yh8Ep7V8Bo4) **for Module 6.**  **Complete the remaining 3** [**SAM projects**](https://www.youtube.com/watch?v=gbTm7q_T7TM&list=PLtv5E8moFF2rKKdlZO_QoOg4lZB2bknuE&index=12) **for Module 6.**  **-SAM Module 6 project: Honu Point (There is no video for this project. Use instruction file in SAM.)**  **-SAM Module 6 project:** [**Murray Medical**](https://www.youtube.com/watch?v=dlXMKsZtQso)  **-SAM Module 6 project: Roscoe’s Sports Blog (There is no video for this project. Use instruction file in SAM.)**  **-Save project files in Module 6 folder.**  **-HONORS STUDENTS: This project is only for Honors students in CRN 24383**  **Pet Stop (There is no video for this project. Use instruction file in SAM.)**  **-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 6 practice exam is not required but strongly recommended. Practice exams are available for 50 tries.**  **-Complete the Module 6 REAL Exam.**  **-Do not wait until the last minute to do SAM assignments.**  **-**[**List of all Excel functions**](https://support.microsoft.com/en-us/office/excel-functions-alphabetical-b3944572-255d-4efb-bb96-c6d90033e188)  **-Register for Excel 2 class.**  **-You already have SAM, so there won’t be anything to purchase.** | **Watch videos before attempting Excel Module 6.**  **SAM Module 6 textbook project due Wednesday, October 16, 11:59pm.**  **SAM training & projects due by Wednesday,**  **October 16, 11:59pm.**  **Module 6 folder due by Wednesday, October 16, 11:59pm.** [**Drag Module 6 folder into shared Google Drive**](https://drive.google.com/drive/folders/1Ih1awf23JLWa44T6VZJ3yr31BfUhrmq_?usp=sharing)  **SAM Module 6 REAL Exam due by Wednesday, October 16, 11:59pm.** |
|  | **12. Blog & Email** |  | **-Check the blog several times a week.**  **-Check your personal email several times a week.** |  |