			Excel 1 - Week 7 Assignment Checklist	
Excel 2019		2xam	s, Training, Projects Hyperlinks Due dates	Other info
Date	Торіс	✓	Homework Assignment Checklist	Due Dates
	1. <u>Use checklist</u>		-Use checklist to keep track of your completed work.	
		_	Watch these videos:	
	2. Watch video		-Use database functions in Excel	
	demos		- <u>Vlookup function</u>	
Week 7			- <u>Sorting and filtering data</u>	U Watch videos
begins			-Explanation of Match and Index function	before attempting
Monday,			- <u>Match and Index functions</u>	Excel Module 6.
October			- <u>COUNTIF, SUMIF, or AVERAGEIF functions</u>	
7.			Deventeed water 8 label Madula 5 Sucal falder from Materia Makette	
	3. Download Module		-Download, unzip, & <u>label</u> Module 5 Excel folder from Watson's Website,	
	6 folder		Folders page.	
	6 Iolder		-Download Textbook Project Module 6 in SAM.	
	1 Modulo 6:		-Use Start file to complete Bank Account Managers workbook.	
	Creating, Sorting, and		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	SAM Module 6
			to fix errors after your project is graded by SAM.	textbook project
			CAVEAT: Sound quality is poor, but all are closed-captioned.	due Wednesday,
			-Part 1 – Create a table – 11 min.	October 16, 11:59pm.
			https://www.youtube.com/watch?v=t20_wz7fzt0&t=309s	
			-Part 2 – Lookup tables – 10 min.	
			https://www.youtube.com/watch?v=h2 gxgvImQY	
			-Part 3 – Create calculated fields – 6 min.	
			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	
			-Part 5 – Sorting a table – 10 min.	
			https://www.youtube.com/watch?v=lQdkCZTBjf8	
			-Part 6 – Criteria and extract ranges – 6 min.	
			https://www.youtube.com/watch?v=z2JyKDp5QKU	
			-Part 7 – Database functions – 17 min.	

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		https://www.youtube.com/watch?v=Xhsfg3wTM7E	
		-Part 8 – Summarizing data – 10 min.	
		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.	
Week 7 begins	5. SAM Training Module 6 6. SAM Projects Module 6	-NOTE: If you run into a #SPILL! error, click <u>here</u> .	
		-Complete <u>SAM Training</u> for Module 6.	□ SAM training &
		Complete the remaining 3 <u>SAM projects</u> for Module 6.	projects due by
Monday,		-SAM Module 6 project: Honu Point (There is no video for this project. Use	Wednesday,
October 7.		instruction file in SAM.)	October 16,
		-SAM Module 6 project: Murray Medical	11:59pm.
		-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	Module 6 folder
		Pet Stop (There is no video for this project. Use instruction file in SAM.)	due by
	7. Your grade	-Fill in your grades on your grade spreadsheet.	Wednesday,
	spreadsheet		October 16,
	-h	-Close all files inside the module folder.	11:59pm. <u>Drag</u>
	8. Turn in folder	-Close the folder, too.	Module 6 folder
		-Drag your folder to my shared Google Drive.	into shared Google
			<u>Drive</u>
	9. SAM Practice Exam	-SAM Module 6 practice exam is not required but strongly recommended.	SAM Module 6
	Module 6	Practice exams are available for 50 tries.	REAL Exam due by
	10. SAM REAL Exam	-Complete the Module 6 REAL Exam.	Wednesday,
	Module 6	-Do not wait until the last minute to do SAM assignments.	October 16,
		-List of all Excel functions	11:59pm.
	10. FYI	-Register for Excel 2 class.	
	11. Excel 2	-You already have SAM, so there won't be anything to purchase.	
	12. Blog & Email	-Check the blog several times a week.	
		-Check your personal email several times a week.	

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