

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

Date	Topics	✓	Assignments	Due Dates
Week 3 Part 2 begins Thursday, April 24.	1. Use weekly checklist	<input type="checkbox"/>	-Check previous checklists for what is due in Week 3.	
	2. SAM Training	<input type="checkbox"/>	-Use checklist to keep track of your completed assignments.	
	3. SAM Project	<input type="checkbox"/>	-Complete the SAM Training for Module 3.	<input type="checkbox"/> Module 3 training and project due by Monday, April 28, by midnight.
	4. REAL EXAM (Required)	<input type="checkbox"/>	- Complete the SAM Excel Project for Module 3, Raybridge Recruiting . Follow SAM instructions.	
		<input type="checkbox"/>	-Use the SAM Practice Exam for Excel Module 3 BEFORE attempting the REAL exam.	
		<input type="checkbox"/>	-SAM 'REAL' Exam for Excel Module 3 – Follow instructions in SAM. This is a 'REAL' exam. You only get one (1) try. Use practice exam first to become familiar with how SAM exams work.	<input type="checkbox"/> SAM Module 3 REAL Exam due Monday, April 28, by midnight.
	5. Watch videos		Even though these videos illustrate a former version of Excel, they still demonstrate how formulas and functions work in spreadsheet software.	
		<input type="checkbox"/>	- Relative vs absolute cell referencing	
		<input type="checkbox"/>	- Formulas and Functions	
		<input type="checkbox"/>	- Names Cell Ranges and Functions	
	6. Download folder	<input type="checkbox"/>	-Download, unzip, & label Module 4 Excel folder from Watson's Website, Folders page.	
		<input type="checkbox"/>	- Login to SAM to download textbook project for Module 4. This chapter will be about the Cranford Mortgage business.	
		<input type="checkbox"/>	-"Cranford..." instructions are in the Module 4 chapter in the textbook.	
	7. Module 4 – Financial Functions, Data Tables, & Amortization Schedules (required)	<input type="checkbox"/>	-Use the SAM project start file to complete steps in Module 4 chapter to create the Cranford workbook. OR	<input type="checkbox"/> Module 4 project due by Monday, April 28, by midnight.
		<input type="checkbox"/>	-Multitask between watching the YouTube video and using the SAM Start file to complete the project.	
		<input type="checkbox"/>	-NOTE: Project instructions tell you to use the Feathered theme. If you cannot find the Feathered theme, use the Mesh theme.	
		<input type="checkbox"/>	-Part 1 https://www.youtube.com/watch?v=aX04YZzZ4iM	
		<input type="checkbox"/>	-Part 2 https://www.youtube.com/watch?v=mfw5L2E-xEw	
		<input type="checkbox"/>	- SAM upload window will tell you the expected name for the file, which is different than the text instructions tell you.	
		<input type="checkbox"/>	- After file is graded by SAM, look at the graded report. Fix whatever may be wrong and resubmit in SAM for better score. You have 5 tries on projects. Only highest score counts. You must read the chapter for instructions.	
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<p>Week 3 Part 2 begins Thursday, April 24.</p>	<p>8. Turn in folder</p> <p>9. DC Ch 4</p> <p>10. DC QUIZ 4</p> <p>11. Practice Excel Theory exam</p> <p>12. FYI: Microsoft resources</p>	<div> <input type="checkbox"/> -Close all files inside the module folder. </div> <div> <input type="checkbox"/> -Close the folder, too. </div> <div> <input type="checkbox"/> -Drag your folder to my shared Google Drive. </div> <div> <input type="checkbox"/> - Read Chapter 4 in Discovering Computers, “Programs & Apps”. </div> <div> <input type="checkbox"/> - Complete the SAM DC Quiz 4, – “Programs & Apps...”. </div> <div> <input type="checkbox"/> -Use the Practice Excel Theory Exam to prepare for the REAL theory exam, which will be scheduled in a few weeks. Get started on this now so you are prepared when the real theory exam is scheduled. </div> <div> <input type="checkbox"/> -Answers for practice exam are in the ebook. If you don’t know something, look it up and read about it. 😊 </div> <div> <input type="checkbox"/> -FYI - -Use MS Excel Training Links if you have difficulty with Excel concepts. </div>	<div> <input type="checkbox"/> Module 4 folder due by Monday, April 28, by midnight. Drag Module 4 folder into shared Google Drive </div> <div> <input type="checkbox"/> DC Ch 4 Quiz in SAM due Monday, April 28, by midnight. </div> <div> <input type="checkbox"/> Prepare for Excel Theory Exam. </div>
	<p>13. Blog & Email</p>	<div> <input type="checkbox"/> -Check Blog several times a week. </div> <div> <input type="checkbox"/> -Check personal email several times a week. </div>	