### Excel 1 - Week 3 Assignment Checklist

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

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| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 3 begins Mon.,****Feb. 17.****Week 3 begins Mon.,****Feb. 17.****Week 3 begins Mon.,****Feb. 17.****Week 3 begins Mon.,****Feb. 17.** | **1.** [**Use checklist**](https://youtu.be/thDtf0ajU2s)**2. Watch video demos****3. Download** **Module 2 folder****4. Excel 2019 text Mod. 2:****Formulas, Functions, Formatting****5. SAM Training** **Module 2 (required)****6. SAM** [**Projects**](https://www.youtube.com/watch?v=gbTm7q_T7TM&list=PLtv5E8moFF2rKKdlZO_QoOg4lZB2bknuE&index=12)**Module 2 (required)****7. Your grade spreadsheet****8. Turn folder in****9. SAM Practice Exam Module 2** **(recommended)****10. SAM REAL Exam Module 2****(required)****11. Practice Excel Theory exam** **12.** [**MS Excel Training Links**](https://support.office.com/en-us/article/Training-videos-for-Excel-for-iPad-8c2fb984-de3c-4988-a32d-d549b6c91810) | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Use checklist to keep track of your completed work.****The videos are not directly related to the SAM projects, but the videos will help you understand concepts covered in the Module 2 assignments.****-**[**Flash Fill**](https://www.youtube.com/watch?v=1KimYFzET1w) **(Flash Fill does not work on Mac computers.)****-**[**Excel Functions**](http://www.gcflearnfree.org/excel2016/functions/1/)**-**[**Intro to Formulas**](http://www.gcflearnfree.org/excel2016/intro-to-formulas/1/)**-**[**Creating Complex Formulas**](http://www.gcflearnfree.org/excel2016/creating-more-complex-formulas/1/)**-**[**Apply Conditional Formatting**](http://www.gcflearnfree.org/excel2016/conditional-formatting/1/)**-**[**Modifying Columns, Rows, and Cells**](http://www.gcflearnfree.org/excel2016/modifying-columns-rows-and-cells/1/) **-Download Excel Module 2 folder from Watson’s Website. Use the “**[**Folders**](https://watsonswebsite.com/folders/folders.html)**” link on Watson’s Website; then click on the Excel 1 link to display folders for downloading.** **-Unzip the downloaded folder and** [**label**](https://www.youtube.com/watch?v=CP8aWhL1PRk) **it with ‘*CRN# firstname lastname Module 2’.*****-Delete the zipped folder. You won’t need it any longer.****-**[**Login to SAM**](https://sam.cengage.com/App/login?ReturnUrl=%2fLogin.aspx) **to download Module 2 textbook project, “Klapore Engineering.xlsx”.** **-You must read the chapter for instructions. Otherwise you won’t know what to do with the “Klapore Engineering….” Start file.****-Use the SAM downloaded start file, “Klapore…”, to complete the steps you read in Module 2 chapter in the ebook.** **OR****-Watch this YouTube video for Module 2 textbook project. Work along in the project as you watch the video. Otherwise use the textbook written instructions to complete the project.****-Module 2**[**https://www.youtube.com/watch?v=hnx6odIcbPI&t=3s**](https://www.youtube.com/watch?v=hnx6odIcbPI&t=3s)**-Save Klapore Engineering.xlsx in Module 2 folder.** **-Upload Klapore project file for grading in SAM.** **-SAM upload window will tell you the expected name for the file, which is different than the text instructions tell you.** **-After file is graded by SAM, look at “Klapore…” graded report.** **-Fix whatever may be wrong and resubmit in SAM for higher score.** **-You have 5 tries on projects. Only highest score counts.** **-SAM Module 2 Training – Follow instructions in SAM.****-“Observe” in training has video instruction but is not required.****-“Apply” in training is required for credit.****-Download SAM project start files (3 projects) you’re your Module 2 folder.** **-Download SAM project instruction files (3 projects) into your Module 2 folder.** **-Follow instruction files to complete the start file projects.** **OR multitask by watching the videos and completing the projects using your Start files:****-Module 2 project:** [**Roadrunner Online video**](https://www.youtube.com/watch?v=baSuedTWBPM&t=6s)**-Module 2 project:** [**Edgerton-Norris**](https://www.youtube.com/watch?v=Apz9-UqoIwU)**-Module 2 project:** [**Rivera Engineering**](https://www.youtube.com/watch?v=6BZWfyTKqxA)**-Save completed start files in your Module 2 folder.** **-Upload in SAM for grading.** **-Look at graded reports. Fix whatever may be wrong and resubmit in SAM for better scores.** **-You have 5 tries to get 100% on projects.****-Use this** [**spreadsheet ‘template’**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Excel%201%20Assignments%202/Excel%201%20grade%20spreadsheet.xlsx) **to record your SAM grades.****-Fill in your SAM grades to see your current grade.****-The grade spreadsheet is not an assignment. It is ‘for your eyes only’.****-Close all files inside the module folder.** **-Close the folder, too.****-Drag your folder to my shared Google Drive.****-SAM Module 2 practice exam is not required but strongly recommended. Practice exams are available for multiple tries.****-SAM ‘Real’ Exam for Module 2 – Follow instructions in SAM. Unlike practice exams, you get only one try on ‘real’ exams.** **-DO NOT OPEN THE REAL EXAM UNLESS YOU ARE READY.****-Use the** [**Practice Excel Theory Exam**](http://watsonswebsite.com/Assignments_Handouts_Lectures/Excel%201%20Handouts/Practice%20Excel%20Theory%20Exam.pdf) **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.****-Microsoft provides training**  | [ ]  **Watch videos before attempting Excel Module 2.**[ ]  **Label Module 2 folder per my** [**labeling**](https://www.youtube.com/watch?v=CP8aWhL1PRk) **protocol.** [ ]  **SAM Module 2 textbook project due by Wed., Feb. 26, 11:59pm.**[ ]  **SAM training due by Wed., Feb. 26, 11:59pm.**[ ]  **SAM projects due by Wed., Feb. 26, 11:59pm.**[ ]  [**Drag Excel Module 2 folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **by Wed., Feb. 26, 11:59pm.**[ ]  **SAM Exam for Module 2 is due by Wed., Feb. 26, 11:59pm.** |
|  | **13. 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.** |  |