

Excel 1 - Week 3 Assignment Checklist



■

[illegible]

<p>Week 3 begins Mon., Feb. 17.</p>	<p>5. SAM Training Module 2 (required)</p> <p>6. SAM Projects Module 2 (required)</p>	<div><input type="checkbox"/> -SAM Module 2 Training – Follow instructions in SAM.</div> <div><input type="checkbox"/> -“Observe” in training has video instruction but is not required.</div> <div><input type="checkbox"/> -“Apply” in training is required for credit.</div> <div><input type="checkbox"/> -Download SAM project start files (3 projects) you’re your Module 2 folder.</div> <div><input type="checkbox"/> -Download SAM project instruction files (3 projects) into your Module 2 folder.</div> <div><input type="checkbox"/> -Follow instruction files to complete the start file projects. OR multitask by watching the videos and completing the projects using your Start files:</div> <div><input type="checkbox"/> -Module 2 project: Roadrunner Online video</div> <div><input type="checkbox"/> -Module 2 project: Edgerton-Norris</div> <div><input type="checkbox"/> -Module 2 project: Rivera Engineering</div> <div><input type="checkbox"/> -Save completed start files in your Module 2 folder.</div> <div><input type="checkbox"/> -Upload in SAM for grading.</div> <div><input type="checkbox"/> -Look at graded reports. Fix whatever may be wrong and resubmit in SAM for better scores.</div> <div><input type="checkbox"/> -You have 5 tries to get 100% on projects.</div>	<div><input type="checkbox"/> SAM training due by Wed., Feb. 26, 11:59pm.</div> <div><input type="checkbox"/> SAM projects due by Wed., Feb. 26, 11:59pm.</div>
<p>Week 3 begins Mon., Feb. 17.</p>	<p>7. Your grade spreadsheet</p> <p>8. Turn folder in</p> <p>9. SAM Practice Exam Module 2 (recommended)</p> <p>10. SAM REAL Exam Module 2 (required)</p> <p>11. Practice Excel Theory exam</p> <p>12. MS Excel Training Links</p>	<div><input type="checkbox"/> -Use this spreadsheet ‘template’ to record your SAM grades.</div> <div><input type="checkbox"/> -Fill in your SAM grades to see your current grade.</div> <div><input type="checkbox"/> -The grade spreadsheet is not an assignment. It is ‘for your eyes only’.</div> <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"/> -SAM Module 2 practice exam is not required but strongly recommended. Practice exams are available for multiple tries.</div> <div><input type="checkbox"/> -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.</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"/> -Microsoft provides training</div>	<div><input type="checkbox"/> Drag Excel Module 2 folder into shared Google Drive by <u>Wed., Feb. 26, 11:59pm.</u></div> <div><input type="checkbox"/> SAM Exam for Module 2 is due by Wed., Feb. 26, 11:59pm.</div>
	<p>13. Blog & email</p>	<div><input type="checkbox"/> -Post questions on Blog.</div> <div><input type="checkbox"/> -Check blog 3-4 times a week.</div> <div><input type="checkbox"/> -Check your personal email 3-4 times a week.</div>	