Excel 1 - Week 3 Assignment Checklist

Office 2019 text SAM & important info Hyperlinks Due dates					
Date	Topics	✓	Assignments	Due Dates	
	1. Use checklist		-Use checklist to keep track of your completed work.		
Week 3 begins Mon., Feb. 17.	2. Watch video demos		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 (Flash Fill does not work on Mac computers.)  -Excel Functions  -Intro to Formulas  -Creating Complex Formulas  -Apply Conditional Formatting  -Modifying Columns, Rows, and Cells	☐ Watch videos before attempting Excel Module 2.	
	3. Download Module 2 folder		-Download Excel Module 2 folder from Watson's Website.  Use the "Folders" link on Watson's Website; then click on the Excel 1 link to display folders for downloading.  -Unzip the downloaded folder and label it with 'CRN# firstname lastname Module 2'.  -Delete the zipped folder. You won't need it any longer.	☐ Label Module 2 folder per my labeling protocol.	
	4. Excel 2019 text Mod. 2: Formulas, Functions, Formatting		-Login to SAM 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	☐ SAM Module 2 textbook project due by Wed., Feb. 26,	
Week 3 begins Mon.,			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=hnx6odlcbPl&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	11:59pm.	
Feb. 17.			scoreYou have 5 tries on projects. Only highest score counts.		

Week 3 begins Mon., Feb. 17.	5. SAM Training Module 2 (required)	-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.	☐ SAM training due by Wed., Feb. 26,
	6. SAM <u>Projects</u> Module 2 (required)	-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  -Module 2 project: Edgerton-Norris  -Module 2 project: Rivera Engineering  -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.	□ SAM projects due by Wed., Feb. 26, 11:59pm.
	7. Your grade spreadsheet	-Use this <u>spreadsheet 'template'</u> to record your SAM gradesFill in your SAM grades to see your current gradeThe grade spreadsheet is not an assignment. It is 'for your eyes only'.	
Week 3 begins Mon., Feb. 17.	8. Turn folder in	-Close all files inside the module folderClose the folder, tooDrag your folder to my shared Google Drive.	Drag Excel Module 2 folder into shared Google Drive by Wed., Feb. 26,
	9. SAM Practice Exam Module 2 (recommended)	-SAM Module 2 practice exam is not required but strongly recommended. Practice exams are available for multiple tries.	
	10. SAM REAL Exam Module 2 (required)	-SAM 'Real' Exam for Module 2 – Follow instructions in SAM. Unlike practice exams, you get only one try on 'real' examsDO NOT OPEN THE REAL EXAM UNLESS YOU ARE READY.	11:59pm.
	11. Practice Excel Theory exam	-Use the <u>Practice Excel Theory Exam</u> 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.	☐ SAM Exam for Module 2 is due by Wed., Feb. 26,
	12. MS Excel Training Links	-Microsoft provides training	11:59pm.
	13. Blog & email	-Post questions on BlogCheck blog 3-4 times a weekCheck your personal email 3-4 times a week.	