### Excel 1 - Week 4 Assignment Checklist

**Office 2019 text SAM Exams, Projects, Training, & important info Hyperlinks Due dates Other info**

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| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 4 begins Monday****February 24.****Week 4 begins Monday****February 24.****Week 4 begins Monday****February 24.****Week 4 begins Monday****February 24.** | **1.** [**Use checklist**](https://youtu.be/thDtf0ajU2s)**2. Watch videos****3. Download folder****4. Module 3:** **Working with Large Worksheets, Charting, and What-If Analysis****5. SAM Training Module 3** **6. SAM Projects Module 3** **7. Your grade spreadsheet****8. Turn in folder****9. SAM Practice Exam****10. SAM REAL Exam Module 3 (required)****11. Practice Excel Theory exam** **12. FYI** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Use checklist to keep track of your completed work.****- This is a heavy week, so plan on spending a few extra hours on assignments.****Even though these videos illustrate a former version of Excel, they still demonstrate how formulas and functions work in spreadsheet software.****-**[**Relative vs absolute cell referencing**](https://www.youtube.com/watch?v=Yx52CYvR5ao)**-**[**Formulas and Functions**](http://www.youtube.com/watch?v=dwkRWlQyZJY)**-**[**If Function**](http://www.youtube.com/watch?v=OMu7LTGHMVc&feature=relmfu)**-** [**Names Cell Ranges and Functions**](https://www.youtube.com/watch?v=D1RcsFBJKYU&feature=relmfu)**-Download, unzip, &** [**label**](https://www.youtube.com/watch?v=5kdn6C8onfA&feature=youtu.be) **Module 3 Excel folder from Watson’s Website,** [**Folders**](https://watsonswebsite.com/folders/folders.html) **page.****-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 3 textbook project, “Manola Department Stores…”.** **- You must read the chapter for instructions. Otherwise you won’t know what to do with the “Manola…” Start file.****-Use the SAM project start file to complete steps in Module 3 chapter to create the Manola workbook.****OR****Multitask between watching the YouTube video and using the SAM Start file to complete the project.****-Part 1** **[https://www.youtube.com/watch?v=x9d0W25dUUI](https://www.youtube.com/watch?v=x9d0W25dUUI )** **-Part 2 begins with some general instruction and begins Manolo part 2 around the 5-minute mark:** [**https://www.youtube.com/watch?v=AoyHFi8n19Q**](https://www.youtube.com/watch?v=AoyHFi8n19Q)**NOTE: The video was recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by 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 the graded report.** **-Fix whatever may be wrong.****-Resubmit in SAM for better score. You have 5 tries on projects. Only highest score counts.** **-Save Manola in Module 3 folder.****-Upload Manola 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 Manola graded report.** **-Fix whatever may be wrong and resubmit in SAM for better score.** **-You have 5 tries on projects. Only highest score counts.** **Do not wait until the last minute to do SAM assignments.****-Complete the SAM Training for Module 3.** **-Complete the remaining four** [**SAM projects**](https://www.youtube.com/watch?v=gbTm7q_T7TM&list=PLtv5E8moFF2rKKdlZO_QoOg4lZB2bknuE&index=12) **for Module 3. Follow SAM instructions.****OR multitask by watching the videos and completing the projects using your Start files:****-Module 3 project:** [**Raybridge Recruiting**](https://www.youtube.com/watch?v=xNlLznGS6Sw)**-Module 3 project:** [**Sales Dart Services**](https://www.youtube.com/watch?v=SSe2nl4dUb8)**-Module 3 project:** [**Seven Summits Group**](https://www.youtube.com/watch?v=eoiLytZK1nU)**-HONORS STUDENTS ONLY: This project is required for Honors students in CRN 44874.****Capstone project:** [**Ensight Healthcare Consultants**](https://www.youtube.com/watch?v=QVcMWvTkOHw)**-Fill in your SAM grades on your template spreadsheet.****-Close all files inside the module folder.** **-Close the folder, too.****-Drag your folder to my shared Google Drive.****-Use the SAM Practice Exam for Module 3 to prepare for the REAL Exam.****-SAM ‘Real’ Exam for Module 3 – 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**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Excel%201%20Handouts/Excel%20Theory%20Practice%20Exam.pdf) **to prepare for the REAL Theory Exam next week.** **-**[**Microsoft’s resource on IF Function**](https://support.microsoft.com/en-us/office/if-function-69aed7c9-4e8a-4755-a9bc-aa8bbff73be2) | [ ]  **Watch videos before attempting Excel Module 3.**[ ]  **Label Module 3 folder per my** [**labeling**](https://www.youtube.com/watch?v=CP8aWhL1PRk) **protocol.** [ ]  **SAM Module 3 textbook project due by Wed., March 5, 11:59pm.****Cont’d next page…**[ ]  **SAM Module 3 training and projects due by Wed., March 5, 11:59pm.**[ ]  **All SAM projects for Module 3 folder due by Wed., March 5, 11:59pm.**[**Drag Module 3 folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf)[ ]  **SAM REAL Exam Module 3 due by Wed., March 5, 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.** |  |