		Excel 1 - Week 4 Assignment Checklist	
Office 2019 t Date	ext SAM Examination SAM Examination Examination Sector Sec	s, Projects, Training, & important info 🔛 Hyperlinks 📃 Due d 🗸 Assignments	ates Other info Due Dates
Week 4 begins	1. <u>Use</u> <u>checklist</u>	<ul> <li>Use checklist to keep track of your completed work.</li> <li>This is a heavy week, so plan on spending a few extra hours on assignments.</li> <li>Even though these videos illustrate a former version of</li> </ul>	
Monday February 24.	2. Watch videos	<ul> <li>Excel, they still demonstrate how formulas and function work in spreadsheet software.</li> <li>-<u>Relative vs absolute cell referencing</u></li> <li>-<u>Formulas and Functions</u></li> <li>-<u>If Function</u></li> <li>-<u>Names Cell Ranges and Functions</u></li> </ul>	ns UWatch videos before attempting Excel Module 3.
	3. Download folder	<ul> <li>-Download, unzip, &amp; <u>label</u> Module 3 Excel folder from Watson's Website, <u>Folders</u> page.</li> <li>-Delete the zipped folder. You won't need it any longer</li> </ul>	ioidei pei
	4. Module 3: Working with Large Worksheets, Charting, and What-If Analysis	<ul> <li>-Login to SAM to download Module 3 textbook project, "Manola Department Stores".</li> <li>You must read the chapter for instructions. Otherwise you won't know what to do with the "Manola" Start for -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 us the SAM Start file to complete the project.</li> <li>-Part 1 https://www.youtube.com/watch?v=x9d0W25dUUI</li> <li>-Part 2 begins with some general instruction and begins Manolo part 2 around the 5-minute mark: https://www.youtube.com/watch?v=AoyHFi8n19Q NOTE: The video was recorded by another teacher. Use textbook instructions to fix errors after your project is graded by SAM.</li> <li>-SAM upload window will tell you the expected name for the file, which is different than the text instructions tell you.</li> <li>-After file is graded by SAM, look at the graded report.</li> </ul>	ing SAM Module 3 textbook project due by Wed., March 5, 11:59pm.
Week 4 begins Monday February 24.		<ul> <li>-Fix whatever may be wrong.</li> <li>-Resubmit in SAM for better score. You have 5 tries on projects. Only highest score counts.</li> <li>-Save Manola in Module 3 folder.</li> <li>-Upload Manola project file for grading in SAM.</li> <li>-SAM upload window will tell you the expected name for the file, which is different than the text instructions tell you.</li> </ul>	

			-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.	Module 3
Week 4				training and
begins	5. SAM		-Complete the SAM Training for Module 3.	projects due
Monday	Training			by Wed.,
February 24.	Module 3			March 5,
				11:59pm.
НАРРУ	6. SAM		-Complete the remaining four <u>SAM projects</u> for Module 3.	
PRESIDENT'S	Projects		Follow SAM instructions.	
	Module 3		OR multitask by watching the videos and completing the	
			projects using your Start files:	projects for
			-Module 3 project: <u>Raybridge Recruiting</u> -Module 3 project: <u>Sales Dart Services</u>	Module 3
			-Module 3 project: <u>Seven Summits Group</u>	folder due by
			-would s project. <u>seven summits group</u>	Wed., March
			-HONORS STUDENTS ONLY: This project is required for	5, 11:59pm.
			Honors students in CRN 44874.	Drag Module
			Capstone project: Ensight Healthcare Consultants	<u>3 folder into</u>
			capstone project. Ensight realineare consultants	shared
	7. Your grade			Google Drive
	spreadsheet		-Fill in your SAM grades on your template spreadsheet.	
	8. Turn in			
	folder		-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	
	9. SAM		the REAL Exam.	
	Practice Exam			
	10. SAM REAL		-SAM 'Real' Exam for Module 3 – Follow instructions in	
	Exam Module		SAM.	SAM REAL
Week 4	3 (required)		-Unlike practice exams, you get only one try on 'real'	Exam
begins			exams.	Module 3
Monday			-DO NOT OPEN THE REAL EXAM UNLESS YOU ARE READY.	due by Wed.,
February 24.				March 5,
1 Colual y 24.	11. Practice		-Use the Practice Excel Theory Exam to prepare for the	11:59pm.
(III)	Excel Theory		REAL Theory Exam next week.	
	exam			
* * * <u>DAY</u> * * *				
	12. FYI		-Microsoft's resource on IF Function	
	13. Blog &		-Post questions on Blog.	
	email		-Check blog 3-4 times a week.	
			-Check your personal email 3-4 times a week.	
		Ш		