







Excel 1 - Week 4 Assignment Checklist

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

[illegible]

<p>Week 4 begins Monday February 24.</p> 	<p>5. SAM Training Module 3</p> <p>6. SAM Projects Module 3</p> <p>7. Your grade spreadsheet</p> <p>8. Turn in folder</p> <p>9. SAM Practice Exam</p> <p>10. SAM REAL Exam Module 3 (required)</p> <p>11. Practice Excel Theory exam</p> <p>12. FYI</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -After file is graded by SAM, look at Manola graded report. <input type="checkbox"/> -Fix whatever may be wrong and resubmit in SAM for better score. <input type="checkbox"/> -You have 5 tries on projects. Only highest score counts. <u>Do not wait until the last minute to do SAM assignments.</u> <input type="checkbox"/> -Complete the SAM Training for Module 3. <input type="checkbox"/> -Complete the remaining four SAM projects for Module 3. Follow SAM instructions. OR multitask by watching the videos and completing the projects using your Start files: <ul style="list-style-type: none"> <input type="checkbox"/> -Module 3 project: Raybridge Recruiting <input type="checkbox"/> -Module 3 project: Sales Dart Services <input type="checkbox"/> -Module 3 project: Seven Summits Group <input type="checkbox"/> -HONORS STUDENTS ONLY: This project is required for Honors students in CRN 44874. Capstone project: Ensight Healthcare Consultants <input type="checkbox"/> -Fill in your SAM grades on your template spreadsheet. <input type="checkbox"/> -Close all files inside the module folder. <input type="checkbox"/> -Close the folder, too. <input type="checkbox"/> -Drag your folder to my shared Google Drive. <input type="checkbox"/> -Use the SAM Practice Exam for Module 3 to prepare for the REAL Exam. <input type="checkbox"/> -SAM 'Real' Exam for Module 3 – Follow instructions in SAM. <input type="checkbox"/> -Unlike practice exams, you get only one try on 'real' exams. <input type="checkbox"/> -DO NOT OPEN THE REAL EXAM UNLESS YOU ARE READY. <input type="checkbox"/> -Use the Practice Excel Theory Exam to prepare for the REAL Theory Exam next week. <input type="checkbox"/> -Microsoft's resource on IF Function 	<ul style="list-style-type: none"> <input type="checkbox"/> SAM Module 3 training and projects due by Wed., March 5, 11:59pm. <input type="checkbox"/> All SAM projects for Module 3 folder due by Wed., March 5, 11:59pm. Drag Module 3 folder into shared Google Drive <input type="checkbox"/> SAM REAL Exam Module 3 due by Wed., March 5, 11:59pm.
<p>Week 4 begins Monday February 24.</p> 	<p>13. Blog & email</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -Post questions on Blog. <input type="checkbox"/> -Check blog 3-4 times a week. <input type="checkbox"/> -Check your personal email 3-4 times a week. 	