### Excel 1 - Week 5 Assignment Checklist

**Office 2019 text SAM & important info Hyperlinks Due dates Other info**

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| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 5, Mon.,**  **March 3.**  **Week 5, Mon.,**  **March 3.**  **Week 5, Mon.,**  **March 3.**  **Week 5, Mon.,**  **March 3.** | **1.** [**Use checklist**](https://youtu.be/thDtf0ajU2s)  **2. Watch video demos**  **3. Download folder** **4. Module 4 – Financial Functions, Data Tables, and Amortization Schedules** **5. SAM Training for Module 4**  **6. SAM Projects for Module 4**  **7. Your grade spreadsheet**  **8. Turn in folder**  **9. SAM Practice Exam – Module 4**  **10. SAM REAL Exam – Module 4**  **11. Excel Practice Theory Exam**  **12. Excel Theory Exam** |  | **-Use checklist to keep track of your completed work.**  **Watch these videos: The videos will help you understand concepts covered in Module 4 chapter.**  **-** [**Calculator**](http://www.youtube.com/watch?v=TfdmVSVul5w)  **-** [**PMT & FV Functions**](https://www.youtube.com/watch?v=ommFNU-q_RM)  **-**[**Conditional Formatting**](https://support.office.com/en-us/article/Use-conditional-formatting-03ab07da-1564-4913-b69f-2b1a370c8910?ui=en-US&rs=en-US&ad=US)  **-**[**Advanced If functions - nested IF functions, IF with AND and OR, COUNTIFS, SUMIFS, AVERAGEIFS, IFERROR**](https://support.office.com/en-us/article/Advanced-IF-functions-17341cef-510d-4d60-a657-913f878fdacf?ui=en-US&rs=en-US&ad=US)  **-Download, unzip, &** [**label**](https://www.youtube.com/watch?v=5kdn6C8onfA&feature=youtu.be) **Module 4 Excel folder from Watson’s Website,** [**Folders**](https://watsonswebsite.com/folders/folders.html) **page.**  **-**[**Login to SAM**](https://sam.cengage.com/App/login?ReturnUrl=%2fLogin.aspx) **to download textbook project for Module 4, Cranford Mortgage Payment Calculator**  **-Save in Module 4 folder.**  **-Use the SAM project start file to complete steps in Module 4 chapter to create the “Cranford…” workbook.**  **OR multitask by watching the videos and completing the projects using your Start files.**  **NOTE: Project instructions tell you to use the Feathered theme. If you cannot find the Feathered theme, use the Mesh theme.**  **Part 1**  **-**[**https://www.youtube.com/watch?v=aX04YZzZ4iM**](https://www.youtube.com/watch?v=aX04YZzZ4iM)  **Part 2**  **-**[**https://www.youtube.com/watch?v=mfw5L2E-xEw**](https://www.youtube.com/watch?v=mfw5L2E-xEw)  **-When finished with Cranford…, SAM upload window will tell you the expected name for the file, which is different than the text instructions tell you.**  **-Upload in SAM for grading.**  **-After file is graded by SAM, look at the graded report.**  **-Fix whatever may be wrong and resubmit in SAM for better score.**  **-You have 5 tries on projects. Only highest score counts.**  **-SAM Training for Module 4 – Follow instructions in SAM.**  **-SAM Projects for Module 4 – There are 3 projects for Module 4. Follow instructions in SAM.**  **OR multitask by watching the videos and completing the projects using your Start files:**  **-Module 4 project:** [**Smith & Lyngate Insurance**](https://www.youtube.com/watch?v=LkYhcpQc5pM)  **-Module 4 project: Ramos Family Home Purchase (There is no video for this project. Use the project instructions in SAM.)**  **-Module 4 project:** [**Conyers Law**](https://www.youtube.com/watch?v=bkgQvAUCzho)  **-Fill in your grades on your grade spreadsheet.**  **-Close all files inside the module folder.**  **-Close the folder, too.**  **-Drag your folder to my shared Google Drive.**  **-SAM Module 4 practice exam is not required but strongly recommended. Practice exams are available for 50 tries.**  **-Module 4 REAL Exam. You only get 1 try on this exam so make sure all assignments for Module 4 are complete before you open the exam.**  **-Continue to 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 exam this week.**  **-Excel Theory REAL Exam – Complete this multiple-choice exam in SAM.**  **-Plan ahead. Do not wait until the last minute to do SAM assignments.** | **Watch videos before attempting Excel Module 4.**  **Complete SAM Module 4 textbook project by Wednesday, March 12, 11:59pm.**  **SAM training & projects due by Wednesday, March 12, 11:59pm.**  **Module 4 folder due by Wednesday, March 12, 11:59pm.**  [**Drag Module 4 folder into shared Google Drive**](https://drive.google.com/drive/folders/1Ih1awf23JLWa44T6VZJ3yr31BfUhrmq_?usp=sharing)  **SAM Module 4 REAL Exam due by Wednesday, March 12, 11:59pm.**  **Excel Theory Exam due by Wednesday, March 12, 11:59pm.** |
|  | **13. Blog & email** |  | **-Check your personal email 3 to 4 times throughout the week.**  **-Read class blog 3 to 4 times throughout the week.** |  |