			Excel 1 - Week 7 Assignment Checklist	
Excel 2019 text SAM: E		exams, Training, Projects Hyperlinks Due dates		Other info
Date	Торіс	✓	Homework Assignment Checklist	Due Dates
	1. Use checklist		-Use checklist to keep track of your completed work.	
			Watch these videos:	
	2. Watch video		-Use database functions in Excel	
	demos		- <u>Vlookup function</u>	
Week 7			-Sorting and filtering data	U Watch videos
begins			-Explanation of Match and Index function	before attempting
Monday,			- <u>Match and Index functions</u>	Excel Module 6.
March 17.			-COUNTIF, SUMIF, or AVERAGEIF functions	
			-Download, unzip, & <u>label</u> Module 5 Excel folder from Watson's Website,	
ST. PATRICK'S	3. Download Module		Folders page.	
UAY!	6 folder	_	-Download Textbook Project Module 6 in SAM.	
			-Use Start file to complete Bank Account Managers workbook.	
	4. Module 6:		OR	
	Creating, Sorting, and		-Work along in the project as you watch the videos below. Otherwise use the	
	Querying a Table		textbook written instructions to complete the project.	
			-The videos were recorded by another teacher. Use the textbook instructions	SAM Module 6
			to fix errors after your project is graded by SAM.	textbook project
			CAVEAT: Sound quality is poor, but all are closed-captioned.	due Wednesday,
			-Part 1 – Create a table – 11 min.	March 26,
			https://www.youtube.com/watch?v=t20_wz7fzt0&t=309s	11:59pm.
			-Part 2 – Lookup tables – 10 min.	11.55pm
			https://www.youtube.com/watch?v=h2 gxgvImQY	
			-Part 3 – Create calculated fields – 6 min.	
			https://www.youtube.com/watch?v=2DLNcHeK_xA	
			-Part 4 – Conditional Formatting, Total Rows, and Printing – 5 min.	
			https://www.youtube.com/watch?v=wQbqm_E4mKU	
			-Part 5 – Sorting a table – 10 min.	
			https://www.youtube.com/watch?v=lQdkCZTBjf8	
			-Part 6 – Criteria and extract ranges – 6 min.	
			https://www.youtube.com/watch?v=z2JyKDp5QKU	
			-Part 7 – Database functions – 17 min.	

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		https://www.youtube.com/watch?v=Xhsfg3wTM7E	
		-Part 8 – Summarizing data – 10 min.	
		https://www.youtube.com/watch?v=QJx4aisYyfM&t=29s	
		-Instructions are in Module 6 in textbook.	
		-Upload in SAM for grading.	
		-Turn in Module 6 folder on shared Google Drive.	
		-NOTE: If you run into a #SPILL! error, click <u>here</u> .	
Week 7	C. CARA Training	-Complete <u>SAM Training</u> for Module 6.	SAM training &
begins Monday	5. SAM Training Module 6		projects due by
Monday, March 17.	wodule 6	Complete the remaining 3 <u>SAM projects</u> for Module 6.	Wednesday,
	6. SAM Projects	-SAM Module 6 project: Honu Point (There is no video for this project. Use	March 26,
	Module 6	instruction file in SAM.)	11:59pm.
HAPPY		-SAM Module 6 project: <u>Murray Medical</u>	11:59pm.
ST. PATRICK'S DAYI		-SAM Module 6 project: Roscoe's Sports Blog (There is no video for this	
		project. Use instruction file in SAM.)	
		-Save project files in Module 6 folder.	
			☐ Module 6 folder
		-HONORS STUDENTS: This project is only for Honors students in CRN 24383	due by
		Pet Stop (There is no video for this project. Use instruction file in SAM.)	Wednesday, March
	7. Your grade	-Fill in your grades on your grade spreadsheet.	26, 11:59pm.
	spreadsheet		Drag Module 6
		-Close all files inside the module folder.	folder into shared
	8. Turn in folder	-Close the folder, too.	Google Drive
		-Drag your folder to my shared Google Drive.	doogie Drive
			SAM Module 6
	9. SAM Practice Exam	-SAM Module 6 practice exam is not required but strongly recommended. Practice exams are available for 50 tries.	REAL Exam due by
	Module 6	-Complete the Module 6 REAL Exam.	Wednesday, March
	10. SAM REAL Exam	-Do not wait until the last minute to do SAM assignments.	
	Module 6	-List of all Excel functions	26, 11:59pm.
	10 EVI	-Register for Excel 2 class.	
	10. FYI 11. Excel 2	-You already have SAM, so there won't be anything to purchase.	
	12. Blog & Email	-Check the blog several times a week.	
		-Check your personal email several times a week.	

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