Week 3 Schedule for Excel 2 Students

 **Excel textbook SAM & important info Hyperlinks Due Dates Other important info**

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| **Week** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 3 begins****Monday, April 21.****Week 3 begins****Monday, April 21.** | **1.** [**How to Use Weekly checklist**](https://youtu.be/thDtf0ajU2s)**2. SAM****3. HONORS STUDENTS ONLY:****SAM Capstone Project** **4. Turn in Module 7 folder****5. Practice exam****6. SAM Real Exam (required)****7. Watch Videos****8. Download folder****9. Excel Module 8:****Working with Trendlines, PivotTable, PivotCharts, and Slicers****10. Turn in folder****11. What’s new in Excel?****12. FYI** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Use checklist to keep track of your completed work.****-If you haven’t completed Week 2 tasks, DO IT NOW before proceeding.****-Make sure your SAM account is working for you.** **-Did you join the Excel 2 section in SAM? (Institution Key: T2025199)****-This project is only for students enrolled in the HONORS section for Excel 2. If you are not enrolled in the HONORS section, you do not need to do this project.****-Module 7 (Follow SAM step-by-step instructions.) – This project is challenging. You may need to look up a few ways of doing things. The etext is filled with good information.****-Upload completed project back into SAM for grading. You get 5 tries to improve score.****-Save SAM project files in Module 7 folder. Even though you turned in Module 7 folder last week, you need to turn in the updated Module 7 folder again by dragging it into my shared Google Drive “Drag Folders Here” folder.****-Use Module 7 practice exam to prepare for Real Exam.****-DO NOT BEGIN THE MODULE 7 REAL EXAM UNLESS YOU ARE READY FOR IT. Real exams may only be entered one time. Unlike practice exams, you only get one try on a ‘real’ exam. If you haven’t used the practice exam, you should try it before attempting the ‘real’ exam.** **NOTE: Although these videos are not directly related to the Module 8 chapter, they will help you understand concepts presented in Module 8:** **-**[**How to add trendlines**](https://www.youtube.com/watch?v=pjliiAkfluU)**-**[**Introduction to PivotTables**](http://www.gcflearnfree.org/excel2016/intro-to-pivottables/1/)**-**[**Doing more with PivotTables**](http://www.gcflearnfree.org/excel2016/doing-more-with-pivottables/1/)**-**[**Create calculated field in PivotTable**](https://www.youtube.com/watch?v=caaBoJh9ybA)**-** [**Slicers**](http://www.gcflearnfree.org/excel2016/doing-more-with-pivottables/2/) **(This is not a video.)****-[PivotCharts](http://www.gcflearnfree.org/excel2016/doing-more-with-pivottables/3/%22%20%5Ct%20%22_blank) (This is not a video.)****- Download and unzip Excel Module 8 folder from Watson’s Website,** [**Folders**](https://watsonswebsite.com/folders/folders.html) **page.** **-Save Module 8 folder into your Documents folder or your USB disk.** [**Unzip**](https://www.youtube.com/watch?v=x3EF03TRTT0) **the downloaded folder and rename it according to my** [**Labeling Procedure**](https://www.youtube.com/watch?v=2cFSQO4gj38)**.****-Delete the Module 8 zip file. You won’t need it any longer.****-Download Textbook Project Module 8 in SAM for Bell & Rodgers Accounting.** **-Save in your Module 8 folder.** **-Follow instructions in Module 8 chapter in textbook. Using the Start file, read & complete all steps in the chapter.** **-Upload completed project file(s) to SAM for grading.** **-Save your Textbook Project(s) for Module 8 in your Module 9 folder.** **-Save SAM project files in Module 8 folder** **-Turn Module 8 folder in by dragging it into my shared Google Drive “Drag Folders Here” folder.****With every new version of Excel, there are new functions. Take a look at what Excel 2021 has in store:****-**[**https://www.youtube.com/watch?v=\_EWcAR\_Hkvg**](https://www.youtube.com/watch?v=_EWcAR_Hkvg)**-**[**https://datawitzz.com/new-excel-functions-in-excel-2021/**](https://datawitzz.com/new-excel-functions-in-excel-2021/)**-**[**Excel data types: Stocks and Geography**](https://support.microsoft.com/en-us/office/excel-data-types-stocks-and-geography-61a33056-9935-484f-8ac8-f1a89e210877)**-Use** [**MS Excel Training Links**](https://support.office.com/en-us/article/excel-for-windows-training-9bc05390-e94c-46af-a5b3-d7c22f6990bb) **if you have difficulty with concepts in Module 8. Even much of the information regarding previous versions is helpful for current versions.****-**[**Microsoft Template Gallery**](https://templates.office.com/en-us/templates-for-excel) | [ ]  **HONORS STUDENTS:****SAM project is due by Wed., April 30, midnight.**[ ]  **HONORS STUDENTS:**[**Drag Excel Module 7 folder into shared Google Drive**](http://csjava.occ.cccd.edu/~watsonm/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **by Wed., April 30, midnight.**[ ]  **SAM REAL Exam Module 7 due by Wed., April 30, midnight.**[ ]  **Use videos to learn about concepts covered in Module 8.**[ ]  **SAM Textbook Project 8 due by Wed., April 30, midnight.**[ ]  [**Drag Excel Module 8 folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **by Wed., April 30, midnight.** |
|  | **13. Blog & Email** | [ ] [ ]  | **-Post questions on** [**Blog**](http://www.blogger.com/)**.** **-Check your personal email in case I sent you something.** |  |