

Week 3 Schedule for Excel 2 Students

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

Week	Topics	✓	Assignments	Due Dates
Week 3 begins Monday, April 21.	1. How to Use Weekly checklist	<input type="checkbox"/>	-Use checklist to keep track of your completed work.	
		<input type="checkbox"/>	-If you haven't completed Week 2 tasks, DO IT NOW before proceeding.	
	2. SAM	<input type="checkbox"/>	-Make sure your SAM account is working for you.	
		<input type="checkbox"/>	-Did you join the Excel 2 section in SAM? (Institution Key: T2025199)	
	3. HONORS STUDENTS ONLY: SAM Capstone Project	<input type="checkbox"/>	-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.	<input type="checkbox"/> HONORS STUDENTS: SAM project is due by Wed., April 30, midnight.
		<input type="checkbox"/>	-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.	
		<input type="checkbox"/>	-Upload completed project back into SAM for grading. You get 5 tries to improve score.	<input type="checkbox"/> HONORS STUDENTS: Drag Excel Module 7 folder into shared Google Drive by Wed., April 30, midnight.
	4. Turn in Module 7 folder	<input type="checkbox"/>	-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.	
	5. Practice exam	<input type="checkbox"/>	-Use Module 7 practice exam to prepare for Real Exam.	<input type="checkbox"/> SAM REAL Exam Module 7 due by Wed., April 30, midnight.
	6. SAM Real Exam (required)	<input type="checkbox"/>	-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:	
	7. Watch Videos	<input type="checkbox"/>	- How to add trendlines	
		<input type="checkbox"/>	- Introduction to PivotTables	
		<input type="checkbox"/>	- Doing more with PivotTables	
		<input type="checkbox"/>	- Create calculated field in PivotTable	
		<input type="checkbox"/>	- Slicers (This is not a video.)	<input type="checkbox"/> Use videos to learn about concepts covered in Module 8.
		<input type="checkbox"/>	- PivotCharts (This is not a video.)	

Instructor reserves the right to make changes as deemed necessary and appropriate. Instructor is not responsible for lost data.

Week 3 begins Monday, April 21.	8. Download folder	<input type="checkbox"/>	- Download and unzip Excel Module 8 folder from Watson's Website, Folders page.	<input type="checkbox"/> SAM Textbook Project 8 due by Wed., April 30, midnight. <input type="checkbox"/> Drag Excel Module 8 folder into shared Google Drive by Wed., April 30, midnight.
		<input type="checkbox"/>	-Save Module 8 folder into your Documents folder or your USB disk. Unzip the downloaded folder and rename it according to my Labeling Procedure .	
		<input type="checkbox"/>	-Delete the Module 8 zip file. You won't need it any longer.	
	9. Excel Module 8: Working with Trendlines, PivotTable, PivotCharts, and Slicers	<input type="checkbox"/>	-Download Textbook Project Module 8 in SAM for Bell & Rodgers Accounting.	
		<input type="checkbox"/>	-Save in your Module 8 folder.	
		<input type="checkbox"/>	-Follow instructions in Module 8 chapter in textbook. Using the Start file, read & complete all steps in the chapter.	
		<input type="checkbox"/>	-Upload completed project file(s) to SAM for grading.	
		<input type="checkbox"/>	-Save your Textbook Project(s) for Module 8 in your Module 9 folder.	
	10. Turn in folder	<input type="checkbox"/>	-Save SAM project files in Module 8 folder	
		<input type="checkbox"/>	-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:	
	11. What's new in Excel?	<input type="checkbox"/>	- https://www.youtube.com/watch?v= EWcAR Hkvg	
		<input type="checkbox"/>	- https://datawitzt.com/new-excel-functions-in-excel-2021/	
	12. FYI	<input type="checkbox"/>	- Excel data types: Stocks and Geography	
		<input type="checkbox"/>	-Use MS Excel Training Links if you have difficulty with concepts in Module 8. Even much of the information regarding previous versions is helpful for current versions.	
		<input type="checkbox"/>	- Microsoft Template Gallery	
	13. Blog & Email	<input type="checkbox"/>	-Post questions on Blog .	
		<input type="checkbox"/>	-Check your personal email in case I sent you something.	

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