

Week 5 Schedule for Excel 2 Students

■ Excel textbook

■ SAM

■ Hyperlinks

■ Due Dates

■ Other important info

Week	Topic	✓	Assignment	Due Dates
Week 5 begins May 5.	1. How to Use Weekly checklist	<input type="checkbox"/>	-Use checklist to keep track of your completed work.	
	2. SAM Training	<input type="checkbox"/>	-SAM Training for Module 9. (Required)	<input type="checkbox"/> SAM Training due by Wednesday, May 14, midnight.
	3. SAM Projects	<input type="checkbox"/>	SAM Projects for Module 9 -- <u>3 projects</u>	<input type="checkbox"/> SAM Module 9 projects due Wednesday, May 14, midnight.
		<input type="checkbox"/>	--Forno Pizza	
		<input type="checkbox"/>	--Green Lake Sports Camp	
		<input type="checkbox"/>	-- Maxwell Training	
		<input type="checkbox"/>	-Upload completed projects back into SAM for grading.	
	4. Turn in folder	<input type="checkbox"/>	-Save SAM project files in Module 8 folder.	<input type="checkbox"/> Drag Excel Module 9 folder into shared Google Drive by Wednesday, May 14, midnight.
		<input type="checkbox"/>	-Turn in Module 9 folder by dragging it into my shared Google Drive "Drag Folders Here" folder.	
	5. SAM Mod. 9 Practice Exam	<input type="checkbox"/>	-Use the SAM Practice Exam for Module 9. Practice exams help students score higher on 'real' exams.	<input type="checkbox"/> SAM Module 9 Real Exam due Wednesday, May 14, midnight.
	6. SAM REAL Exam	<input type="checkbox"/>	-Complete the SAM 'REAL' Exam for Module 9. Unlike the practice exam, you only get one try on this exam.	
	7. Watch videos	<input type="checkbox"/>	These videos will help you understand concepts presented in Module 10:	
		<input type="checkbox"/>	- Enable Power Tools	
		<input type="checkbox"/>	- Data Powers in Excel 2016	
		<input type="checkbox"/>	- Power Query	
		<input type="checkbox"/>	- 3D Maps	
		<input type="checkbox"/>	- PowerPivot for Cube functions	
		<input type="checkbox"/>	- Recording a Macro	

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

Week 5 begins May 5.	8. Download folder	<input type="checkbox"/> -From Watson's Website, download & unzip Excel Module 10 folder. <input type="checkbox"/> -Label the unzipped Module 10 folder according to my labeling protocol.	
	9. Module 10: Data Analysis with Power Tools & Creating Macros	<input type="checkbox"/> -Download Textbook Project Module 10 from SAM. Instructions are in Module 10 chapter in textbook. <input type="checkbox"/> -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 10 in your Module 10 folder.	<input type="checkbox"/> SAM Textbook Project 10 due by Wednesday, May 14, midnight.
	10. Turn in folder	<input type="checkbox"/> -Save SAM project files in Module 10 folder <input type="checkbox"/> -Turn Module 10 folder in by dragging it into my shared Google Drive "Drag Folders Here" folder.	<input type="checkbox"/> Drag Excel Module 10 folder into shared Google Drive by Wednesday, May 14, midnight.
	11. FYI	<input type="checkbox"/> - Office 2021 vs Microsoft 365: what's the difference & what's new?	
	12. 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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