Week 7 Schedule for Excel 2 Students

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

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| **Week** | **Topic** | **✓** | **Assignment** | **Due Dates** |
| **Week 7 begins**  **May 19.**  **Week 7 begins**  **May 19.** | **1.** [**How to Use Weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. Watch videos**  **3. Download folder**  **4. Module 11:**  **User Interfaces, Visual Basic for Applications (VBA) and Collaboration Features**  **5. Turn in folder**  **6. SAM Training**  **7. SAM Projects (required)**  **8. HONORS STUDENTS ONLY**  **9. Turn in folder**  **10. SAM Practice Exam**  **11. SAM Exam – Ch. 11 (required)**  **12. SLO Assessment REQUIRED**  **13. SAM Alumni Section** |  | **-Use checklist to keep track of your completed work.**  **These videos will help you understand concepts presented in Module 10:**  **-** [**Form control list box**](https://www.youtube.com/watch?v=U-yriwDjSiI)  **-** [**How to open the VB Editor**](https://www.youtube.com/watch?v=hLeU0bAHB08)  **-**[**Multiple users on same Excel file**](https://www.youtube.com/watch?v=yzcyEKgj9hg)  **-** [**Compare and Merge**](https://www.youtube.com/watch?v=v77tBPW5mH0)  **-** [**Saving and Sharing a Workbook**](https://www.youtube.com/watch?v=KwhGH51PG1s)  **-** [**Track Changes and Comments**](http://www.gcflearnfree.org/excel2016/track-changes-and-comments/1/)  **-From Watson’s Website, download & unzip Excel Module 11 folder. Label unzipped Module 11 folder according to my labeling protocol.**  **-Download Textbook Project Module 11 in SAM.**  **-Instructions are in Module 11 in textbook. Read & complete all steps in the module.**  **-Upload completed project in SAM for grading.**  **-Save your Textbook Project for Module 11 in your Module 11 folder.**  **-NOTE: This chapter will teach you how to create and program controls on worksheets. Use the “Code for Command Buttons.docx” file in Module 11 folder to copy and paste the VBA code when you reach the point in the chapter to “Enter Command Button Procedures”. (It will make your life less stressful.)**  **-Save SAM project files in Module 11 folder**  **-Turn Module 11 folder in by dragging it into my shared Google Drive “Drag Folders Here” folder.**  **-Complete SAM Training for Module 11.**  **SAM Projects for Module 11 -- 4 projects**  **--eMD**  **--Menlo Park Eye Center**  **--Task Team**  **This project is for Honors Students Only.**  **--Capstone Modules 8-11: Porter 360**  **-Upload completed projects back into SAM for grading.**  **-Turn in Module 11 folder (again) on shared Google Drive.**  **-Use the SAM Practice Exam for Module 11. Practice exams help students score higher on ‘real’ exams.**  **-Complete the SAM ‘REAL’ Exam for Module 11. Unlike the practice exam, you only get one try on this exam.**  **-Complete the SAM Student Learning Assessment (SLO) in SAM. THIS IS A REQUIRED EXAM. Even if you are taking the class for Credit/No Credit, you must complete the SLO Assessment.**  **-The SLO Assessment is the only exam that may be retaken; strive for 100%.**  **-Add *Excel 2 Alumni Section for Excel 2019* for continued practice or pleasure in SAM. It is yours to use until Cengage discontinues it. There are other alumni sections in SAM, which you may join as well.** | **SAM Textbook Project 11 due by Wed., May 28, midnight.**  **SAM Training for Module 11 due by Wed., May 28, midnight.**  **SAM Projects for Module 11 due by Wed., May 28, midnight.**  [**Drag Excel Module 11 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., May 28, midnight.**  **SAM REAL EXAM for Module 11 due by Wed., May 28, midnight.**  **NO LATE WORK WILL BE ACCEPTED.**  **SAM SLO REAL EXAM for due by Wed., May 28, midnight.**  **NO LATE WORK WILL BE ACCEPTED.** |
|  | **14. Blog & email** |  | **-Don’t forget to check the blog and email 3 to 4 times this week.** |  |