

Excel 1 - Week 6 Assignment Checklist

■ Office 2019 text   
 ■ SAM & important info   
 ■ Hyperlinks   
 ■ Due dates   
 ■ Other info

Date	Topics	✓	Assignments	Due Dates
Week 6, Monday, March 9.	1. <a href="#">Use checklist</a>	<input type="checkbox"/>	-Use checklist to keep track of your completed work.	
	2. Watch video demos	<input type="checkbox"/>	Watch these videos: These videos will help you understand concepts covered in Module 5 chapter. <ul style="list-style-type: none"> <li><input type="checkbox"/> -<a href="#">ROUND Function</a></li> <li><input type="checkbox"/> -<a href="#">Excel Custom Number Format</a></li> <li><input type="checkbox"/> -<a href="#">Total data on multiple worksheets</a></li> <li><input type="checkbox"/> - <a href="#">3D cell references across sheets</a></li> <li><input type="checkbox"/> - <a href="#">3D references across workbooks</a></li> <li><input type="checkbox"/> -<a href="#">Multiple worksheets calculations and functions</a></li> <li><input type="checkbox"/> -<a href="#">Headers and footers</a></li> <li><input type="checkbox"/> -<a href="#">Linking workbooks</a></li> </ul>	<input type="checkbox"/> Watch videos before attempting Module 5 textbook project.
	3. Download Module 5 folder	<input type="checkbox"/>	-Download, unzip, & <a href="#">label</a> Module 5 Excel folder from Watson's Website, <a href="#">Folders</a> page.	
	4. Module 5: Working with Multiple Worksheets and Workbooks	<input type="checkbox"/>	- <a href="#">Login to SAM</a> to download textbook project start file for Module 5, Consolidated Expenses.	
		<input type="checkbox"/>	- Use "Consolidated..." start file to complete steps in Module 5 chapter.	
		<input type="checkbox"/>	OR	
		<input type="checkbox"/>	Watch this YouTube video for Module 5 textbook project. Work along in the project as you watch the video. Otherwise use the textbook written instructions to complete the project.	
		<input type="checkbox"/>	-Part 1 <a href="https://www.youtube.com/watch?v=yR6MKz6O30Y">https://www.youtube.com/watch?v=yR6MKz6O30Y</a>	<input type="checkbox"/> Module 5 textbook project is due by Wednesday, March 18, 11:59pm.
		<input type="checkbox"/>	-Part 2 <a href="https://www.youtube.com/watch?v=lq2gDggQToA">https://www.youtube.com/watch?v=lq2gDggQToA</a>	
		<input type="checkbox"/>	-Part 3 <a href="https://www.youtube.com/watch?v=baZc0HWbpg8&amp;t=171s">https://www.youtube.com/watch?v=baZc0HWbpg8&amp;t=171s</a>	
<input type="checkbox"/>		-Save "Consolidated..." file in Module 5 folder.		
5. SAM Training Module 5	<input type="checkbox"/>	-SAM upload window will tell you the expected name for the file.		
	<input type="checkbox"/>	-Upload "Consolidated..." project file in SAM for grading.		
	<input type="checkbox"/>	-Look at graded report.		
	<input type="checkbox"/>	-Fix whatever may be wrong and resubmit in SAM for better score.		
	<input type="checkbox"/>	-You have 5 tries on projects. Only highest score counts.	<input type="checkbox"/> SAM training & projects for Module 5 due by Wednesday, March 18, 11:59pm.	
6. SAM Module 5 Projects	<input type="checkbox"/>	-Complete <a href="#">SAM Training</a> for Module 5.		
			Complete the remaining 3 <a href="#">SAM projects</a> for Module 5. Save project files in Module 5 folder. (There are no videos for the projects. Use the written instructions in SAM.)	

<p><b>Week 6, Monday, March 9.</b></p>	<p>7. Your grade spreadsheet</p> <p>8. Turn in folder</p> <p>9. SAM Practice Exam Module 5</p> <p>10. SAM REAL Exam Module 5</p> <p>11. FYI</p>	<p><input type="checkbox"/> -Module 5 project: <a href="#">Media Hub</a> (Turn on CC to better understand the presenter's voice.)</p> <p><input type="checkbox"/> -Module 5 project: <a href="#">Jefferson School District</a></p> <p><input type="checkbox"/> -Module 5 project: <a href="#">Flexy Wireless Communications</a></p> <p><input type="checkbox"/> -HONORS STUDENTS: This project is only for Honors students only. Module 5 project: <a href="#">Narbonne Suites</a></p> <p><input type="checkbox"/> -Fill in your grades on your grade spreadsheet.</p> <p><input type="checkbox"/> -Close all files inside the module folder.</p> <p><input type="checkbox"/> -Close the folder, too.</p> <p><input type="checkbox"/> -Drag your folder to my shared Google Drive.</p> <p><input type="checkbox"/> -SAM Module 5 practice exam is not required but strongly recommended.</p> <p><input type="checkbox"/> -SAM Module 5 REAL Exam – Finish all SAM assignments before opening the REAL Exam.</p> <p><input type="checkbox"/> -Do not wait until the last minute to do SAM assignments.</p> <p><input type="checkbox"/> -<a href="#">Free templates from Microsoft</a> In Excel 2, you will learn how to make your own templates.</p>	<p><input type="checkbox"/> Module 5 folder due by Wednesday, March 18, 11:59pm. <a href="#">Drag Module 5 folder into shared Google Drive</a></p> <p><input type="checkbox"/> SAM REAL Exam for Module 5 due by Wednesday, March 18, 11:59pm.</p>
	<p>12. Blog &amp; email</p>	<p><input type="checkbox"/> -Post questions on <a href="#">Blog</a>.</p> <p><input type="checkbox"/> -Check blog 3-4 times a week.</p> <p><input type="checkbox"/> -Check your personal email 3-4 times a week.</p>	