

Week 4 Schedule for Excel 2 Students

Excel textbook
 SAM
 Hyperlinks
 Due Dates
 Other important info

Week	Topics	✓	Assignments	Due Dates
Week 4 begins Monday, April 27.	1. How to Use Weekly checklist	<input type="checkbox"/>	-Use checklist to keep track of your completed work.	<input type="checkbox"/> SAM Module 8 Training due by Wednesday, May 6 midnight. <input type="checkbox"/> SAM Module 8 Projects due by Wednesday, May 6 midnight. <input type="checkbox"/> Drag Excel Module 8 folder into shared Google Drive by Wednesday, May 6 midnight. <input type="checkbox"/> SAM Module 8 Real Exam due by Wednesday, May 6 midnight. <input type="checkbox"/> Use videos to learn about concepts covered in Module 9.
	2. SAM Training (required)	<input type="checkbox"/>	-SAM Training for Module 8. (Required)	
	3. SAM Projects (required)	<input type="checkbox"/>	SAM Projects for Module 8 -- <u>3 projects</u>	
		<input type="checkbox"/>	-- Barasch and Company	
		<input type="checkbox"/>	-- Delgado Designs	
	4. HONORS STUDENTS ONLY	<input type="checkbox"/>	-- Eastern Mobile	
		<input type="checkbox"/>	-HONORS STUDENTS ONLY: Complete the SAM Mail Merge project.	
	5. Turn in folder	<input type="checkbox"/>	-If you completed this project in Excel 1 Honors class, you do not need to repeat it. I will use your score from the Excel Honors 1 class.	
<input type="checkbox"/>		-Upload completed projects back into SAM for grading.		
6. SAM Practice Exam (not required)	<input type="checkbox"/>	-Save SAM project files in Module 8 folder.		
	<input type="checkbox"/>	-Turn in Module 8 folder by dragging it into my shared Google Drive "Drag Folders Here" folder.		
7. SAM Real Exam (required)	<input type="checkbox"/>	-SAM Practice Exam for Module 8 (not required) – You have up to 49 tries on the practice exam. Students using practice exams score higher on 'real' exams.		
	<input type="checkbox"/>	-Module 8 REAL EXAM in SAM - 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.		
8. Watch videos	<input type="checkbox"/>	These videos will help you understand concepts presented in Module 9:		
	<input type="checkbox"/>	- Order of operations		
	<input type="checkbox"/>	- Formula Auditing		
	<input type="checkbox"/>	- Data Validation & Range Name		
	<input type="checkbox"/>	- Goal Seek & Solver		
	<input type="checkbox"/>	- Solver		

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

