

Week 5 Schedule for Excel 2 Students

■ Excel textbook

■ SAM

■ Hyperlinks

■ Due Dates

■ Other important info

Week	Topic	✓	Assignment	Due Dates	
Week 5 begins Monday, May 4.	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 13, 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 13, midnight.
		<input type="checkbox"/>	--Forno Pizza		
		<input type="checkbox"/>	--Green Lake Sports Camp		
		<input type="checkbox"/>	--Maxwell Training		
	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 13, 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 13, 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.

<p>Week 5 begins Monday, May 4.</p>	<p>8. Download folder</p> <p>9. Module 10: Data Analysis with Power Tools & Creating Macros</p> <p>10. Turn in folder</p> <p>11. FYI</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>-From Watson’s Website, download & unzip Excel Module 10 folder. -Label the unzipped Module 10 folder according to my labeling protocol.</p> <p>-Download Textbook Project Module 10 for “Hospital Proposal”. Instructions are in Module 10 chapter in textbook. -Read & complete all steps in the chapter. -Upload completed project file(s) to SAM for grading. -Save your Textbook Project(s) for Module 10 in your Module 10 folder.</p> <p>-Save SAM project files in Module 10 folder -Turn Module 10 folder in by dragging it into my shared Google Drive “Drag Folders Here” folder.</p> <p>-Office 2021 vs Microsoft 365: what's the difference & what's new?</p>	<input type="checkbox"/> SAM Textbook Project 10 due by Wednesday, May 13, midnight. <input type="checkbox"/> Drag Excel Module 10 folder into shared Google Drive by Wednesday, May 13, midnight.
	<p>12. Blog & email</p>	<input type="checkbox"/> <input type="checkbox"/>	<p>-Post questions on Blog.</p> <p>-Check your personal email in case I sent you something.</p>	

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