

Week 7 Schedule for Excel 2 Students

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

Week	Topic	✓	Assignment	Due Dates
Week 7 begins Monday, May 18.	1. How to Use Weekly checklist	<input type="checkbox"/>	-Use checklist to keep track of your completed work.	
	2. Watch videos	<input type="checkbox"/>	These videos will help you understand concepts presented in Module 10: - Form control list box - How to open the VB Editor - Multiple users on same Excel file - Compare and Merge - Saving and Sharing a Workbook - Track Changes and Comments	
	3. Download folder	<input type="checkbox"/>	-From Watson’s Website, download & unzip Excel Module 11 folder. Label unzipped Module 11 folder according to my labeling protocol.	
	4. Module 11: User Interfaces, Visual Basic for Applications (VBA) and Collaboration Features	<input type="checkbox"/>	-Download Textbook Project Module 11 in SAM for “NIM Sales Analysis”. -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.)	<input type="checkbox"/> SAM Textbook Project 11 due by Wed., May 27, midnight.
	5. SAM Training	<input type="checkbox"/>	-Complete SAM Training for Module 11.	
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Instructor reserves the right to make changes as deemed necessary and appropriate. Instructor is not responsible for lost data.

