Office 2019 text

SAM Assignments & important info

Hyperlinks Due dates Other info

Date	Topics	✓	Assignments	Due Dates
	1. Use weekly		-Reminder: HTML folder with lessons 1-6 – If you	☐ Reminder:
	checklists		haven't turned the HTML folder in, do it now.	Drag HTML
			-In SAM, click on SAM Training link for Excel Module 1.	Exam folder
Week 2	2. SAM Training		-Follow instructions in training. You only need to do	into shared
Part 2	(required)		the 'Apply' part of training to get credit.	Google Drive by
begins			-If you have difficulty with a training task, use Observe	Thursday,
Thursday,			mode in Training to learn how to do the training task.	April 17,
April 17.				midnight.
			-Download SAM project instruction file for Excel	☐ SAM training
And had had	3. SAM Project		Module 1, New Era Medical. Save in Excel Module 1	due by Monday,
	(required)		folder.	April 21,
			-Download start file for SAM project Excel Module 1,	midnight.
Reminder:			New Era Medical. Save in Excel Module 1 folder.	☐ SAM project
The Easter			-Follow instruction file to complete the New Era Medical.xlsx file. When finished, upload New Era	due by Monday,
Holiday is			Medical.xlsx into SAM for grading.	April 21,
Sunday, April			Or	midnight.
20, so			-Multitask between watching a YouTube video and	☐ <u>Drag Excel</u>
schedule your work			using the SAM Start file to complete the project.	Module 1 folder
accordingly.			New Era Medical.	into shared
accordingly.			-You are allowed 5 tries on projects so if your score is	Google Drive by
			low, download graded report to see what is wrong and	Monday, April
			fix the original project file. Then re-upload for a better	21, midnight.
			score.	
			-Projects are required. They are worth 10% of your final	
			grade.	
			-Close all files inside the module folder.	
	4. Turn in folder		-Close the folder, too.	
			-Drag your folder to my shared Google Drive.	
			-Turning in something is better than turning in nothing.	
			-Use the SAM Practice Exam for Excel Module 1	
	5. SAM Practice			☐ SAM Module
	Exam Excel	_	BEFORE attempting the REAL examSAM 'REAL' Exam for Excel Module 1 – Follow	1 REAL Exam
	Module 1		instructions in SAM. This is a 'REAL' exam. You only get	due Monday,
	6. SAM 'REAL'		one (1) try. Use practice exam first to become familiar	April 21,
	Exam Module 1		with how SAM exams work.	midnight.
	(required)			
			These videos will help you understand concepts	
	7. Watch video		covered in Module 2:	
	demos		-Flash Fill (Flash Fill is not available on Mac computers.)	
			- <u>Excel Functions</u>	
			- <u>Intro to Formulas</u>	
			- <u>Creating Complex Formulas</u>	
			-Apply Conditional Formatting	
			-Modifying Columns, Rows, and Cells	

	12. Blog & Email	-Check Blog several times a week.	UNTIL THE LAST MINUTE.)
	11. DC Quiz 2	-Complete the quiz for DC Chapter 2, "Connecting and Communicating Online: Internet, Websites, Media".	21, midnight. (DO NOT WAIT
	10. DC Chapter 2	-In SAM, read Discovering Computers, Chapter 2, "Connecting and Communicating Online: Internet, Websites, Media".	☐ DC Ch 2 Quiz in SAM due Monday, April
		-Save Klapore Engineering.xlsx in Module 2 folder. -Upload Klapore project file for grading in SAM. -SAM upload window will tell you the expected name for the file, which is different than the text instructions tell you. -After file is graded by SAM, look at "Klapore" graded report. -Fix whatever may be wrong and resubmit in SAM for higher score. -You have 5 tries on projects. Only highest score counts.	□ Drag Module 2 folder into shared Google Drive by Monday, April 21, midnight.
accordingly.		-Watch this YouTube video for Module 2 textbook project. Work along in the project as you watch the video. Otherwise use the textbook written instructions to complete the projectModule 2 https://www.youtube.com/watch?v=hnx6odlcbPl&t=3s	
Reminder: The Easter Holiday is Sunday, April 20, so schedule your work	9. Excel 2019 text Mod. 2: Formulas, Functions, Formatting (Required)	-Login to SAM to download Module 2 textbook project, "Klapore Engineering.xlsx". (Allow 1.5 hrs.) -You must read the chapter for instructions. Otherwise, you won't know what to do with the "Klapore Engineering" Start fileUse the SAM downloaded start file, "Klapore", to complete the steps you read in Module 2 chapter in the ebook. OR	☐ Module 2 textbook project due by Monday, April 21, midnight.
Week 2 Part 2 begins Thursday, April 17.	8. Download Excel Module 2 folder	-Download Excel Module 2 folder from Watson's WebsiteUse the "Folders" link on Watson's Website; then click on the CIS 111 link to display folders for downloadingUnzip the downloaded folder and label it with 'CRN firstname lastname Module 2'Delete the zipped folder. You won't need it any longer.	☐ Label Module 2 folder per my labeling protocol.