### Excel 1 - Week 2 Assignment Checklist

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

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| --- | --- | --- | --- | --- |
| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 2 begins****Monday, February 10.**247,000+ Happy Valentines Day Stock Illustrations, Royalty ...**Week 2 begins****Monday, February 10.**247,000+ Happy Valentines Day Stock Illustrations, Royalty ...**Week 2 begins****Monday, February 10.**247,000+ Happy Valentines Day Stock Illustrations, Royalty ...**Week 2 begins****Monday, February 10.**247,000+ Happy Valentines Day Stock Illustrations, Royalty ... | **1.** [**Use checklist**](https://youtu.be/thDtf0ajU2s)**2. Reminders****3. SAM****4. Watch SAM videos****SAM Institution Key:****T2025199****5. Download folder** **6. Accessing ebooks in SAM****7. Module 1 in Excel textbook: Creating Worksheet & Chart****8. SAM Training****(required)****9. SAM** [**Projects**](https://www.youtube.com/watch?v=gbTm7q_T7TM&list=PLtv5E8moFF2rKKdlZO_QoOg4lZB2bknuE&index=12) **(required)****Cont’d next page…****10. Your grade spreadsheet****11. Turn in folder****12. Practice exam (not required)****13. SAM REAL Exam****14. FYI**  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **NOTE: I recommend spreading assignments out over several days during the week. Don’t try to do everything on one day.****-Use checklist to keep track of your completed work.****-Check Week 1 schedule to make sure you completed all tasks for Week 1.****-If you purchase Cengage Unlimited at the OCC Bookstore, you will receive an email from the bookstore with the 18-digit product code and instructions.****-**[**SAM – Getting Started**](https://play.vidyard.com/XPJjojb5ciBDjsvpxtoSgv)**Watch videos to learn how to do SAM assignments:****-**[**Watch video for how to do SAM Training assignments**](https://www.youtube.com/watch?v=ZcWZwV9AmWg)**-**[**Watch video for how to do SAM Project assignments**](https://www.youtube.com/watch?v=gbTm7q_T7TM&list=PLtv5E8moFF2rKKdlZO_QoOg4lZB2bknuE&index=12)**-**[**Watch video for how to do SAM Exam assignments**](https://www.youtube.com/watch?v=GnCXp_RBH1U&list=PLtv5E8moFF2rKKdlZO_QoOg4lZB2bknuE&index=11)**-If you haven’t purchased Cengage Unlimited yet, you may still** [**create a SAM account**](http://csjava.occ.cccd.edu/~watsonm/Assignments_Handouts_Lectures/Handouts_for_all_classes/create%20SAM%20instructions.pdf) **for a 14-day grace period to do this week’s assignments.** **-After you join the Excel 1 section in SAM, you will see the SAM assignments.** **-Only assignments that are scheduled will be available.****-When using the grace period, SAM will keep reminding you how many days you have left.** **-SAM will also have a button you may use for purchasing Cengage Unlimited during the grace period.****-If you created your SAM account early, the grace period may soon expire.** [**Purchase Cengage Unlimited**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/Textbook%20Information%20Cengage%20Unlimited.pdf) **asap.****-If you have trouble seeing any of the screens in SAM, you should** [**check the SAM System Requirements again**](https://www.cengage.com/help/sam/sysreq/common/system-requirements.html)**.** **-If you continue to have trouble, contact** [**SAM Tech Support**](http://support.cengage.com/magellanweb/TechSupport/login.aspx)**.** **-If you did not download Excel Module 1 last week, use the “**[**Folders**](https://watsonswebsite.com/folders/folders.html)**” link on Watson’s Website; then click on the Excel 1 link to display folders for downloading. Download Module 1 Excel folder from Watson’s Website.** **-Unzip the downloaded folder and** [**label**](https://www.youtube.com/watch?v=CP8aWhL1PRk) **it with ‘*CRN# firstname lastname Module 1’.*****-Delete the zipped folder. You won’t need it any longer.**-[**Accessing the readings in the ebook**](https://www.youtube.com/watch?v=0gqZzEDofQg)**-**[**Login to SAM**](https://sam.cengage.com/App/login?ReturnUrl=%2fLogin.aspx) **to download Module 1 textbook project, “Frangold Real Estate Budget”.** **-You must read the chapter for instructions. Otherwise you won’t know what to do with the “Frangold….” Start file.****-Use the SAM downloaded start file, “Frangold…”, to complete the steps you read in Module 1 chapter in the ebook.** **OR****-Watch this YouTube video for Module 1 textbook project. Work along in the project as you watch the video. Otherwise use the textbook written instructions to complete the project.** [**https://www.youtube.com/watch?app=desktop&v=1byOvZ8MgWs**](https://www.youtube.com/watch?app=desktop&v=1byOvZ8MgWs) **-Save Frangold Real Estate Budget.xlsx in the Module 1 folder.** **-Upload completed “Frangold…” project in SAM for grading.** **-Look at the “Frangold…” graded report in SAM.** **-Fix whatever may be wrong and resubmit in SAM for better score.** **-You have 5 tries on projects. Only highest score counts.****-In SAM, click on SAM Training link for Excel Module 1.** **-Follow instructions in training. You only need to do the ‘Apply’ part of training to get credit.** **-If you have difficulty with a training task, use Observe to learn how SAM expects you to do the training task.****-There are 3 more SAM projects.****-Download each SAM project instruction file for Excel Module 1. Save each in Excel Module 1 folder** **-Download each SAM project start file for Excel Module 1. Save each in Excel Module 1 folder.** **-Follow instruction file to complete the start file.** **OR multitask by watching the videos and completing the projects using your Start files:****-Module 1 project:** [**New Era Medical**](https://www.youtube.com/watch?v=q7zQqen8YWk)**-Module 1 project:** [**Diaz Marketing**](https://www.youtube.com/watch?v=ZvkXC1O-Ptw)**-Module 1 project:** [**Ferrante & Dahl Consultants**](https://www.youtube.com/watch?v=cE0AalPerMY) **(fast forward 60 seconds)****-When finished, upload start file back into SAM for grading.** **-Repeat this process for the 3 projects.** **-You are allowed 5 tries on each project; so if your score is low, download graded report to see what is wrong and fix the original project file. Then re-upload for a better score.****-Projects are required.** **-SAM project files are downloaded to your computer, completed in Excel, saved in the module folder, and uploaded to SAM for grading.** **-I will be able to see all SAM assignment grades in SAM, but I want to ‘collect’ your SAM project files in the module folders.** **-Use the** [**spreadsheet ‘template’**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Excel%201%20Assignments%202/Excel%201%20grade%20spreadsheet.xlsx) **to record your SAM grades.****-Fill in your SAM grades to see your current grade.****-The grade spreadsheet is not an assignment. It is ‘for your eyes only’.****NOTE: SAM assignments are graded and saved in SAM. Look at your SAM Gradebook to find your grades. Then fill in the spreadsheet template.****-Close all files inside the module folder.** **-Close the folder, too.****-Drag your folder to my shared Google Drive.****-There are practice exams that may be used multiple times. Practice exams are not counted as part of final grade, but they help you prepare for real exams.** **-Complete the Excel Module 1 REAL Exam in SAM.** **-**[**Most Widely Used Spreadsheet Software**](https://www.tubetorial.com/the-most-widely-used-spreadsheet-software-today/) | [ ]  **Reminder:** **Finish all Week 1 tasks** **by Monday, February 10, by 11:59pm.**[ ]  **Watch videos for how to do SAM assignments.**[ ]  **SAM account must be created by Monday, February 10. You need a SAM account this week to do the SAM assignments.**[ ]  **Label Module 1 folder per my** [**labeling**](https://www.youtube.com/watch?v=CP8aWhL1PRk) **protocol.** **Cont’d next page…**[ ]  **SAM Module 1 textbook project due by Wed., Feb. 19. You need a SAM account this week to do the SAM assignments.**[ ]  **SAM training due by Wed., Feb. 19, 11:59pm.**[ ]  **SAM projects due by Wed., Feb. 19, 11:59pm.****Cont’d next page…**[ ]  [**Drag Excel Module 1 folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **by Wed., Feb. 19, 11:59pm.**[ ]  **SAM Module 1 REAL Exam due by Wed., Feb. 19, 11:59.** |
|  | **15. Blog & email** | [ ] [ ]  | **-Post questions on** [**Blog**](http://www.blogger.com/)**.** **-Check your personal email. Make sure my email (from** **maryann.watson.excel@gmail.com****) does not go to your spam or trash folders.**  |  |