Excel 1 - Week 2 Assignment Checklist								
Office 2019 text SAM & important info Hyperlinks Due dates Other info								
Date	Topics	✓	Assignments	Due Dates				
Week 2 begins			NOTE: I recommend spreading assignments out over several days during the week. Don't try to do everything on one day.	□ Reminder: Finish all Week 1 tasks by Monday				
Monday, February	1. <u>Use checklist</u>		-Use checklist to keep track of your completed work.	February 10, by				
10.	2. Reminders		-Check Week 1 schedule to make sure you completed all tasks for Week 1.	1100 pm				
Valentines			-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.	□ Watch videos for how to do				
	3. SAM		- <u>SAM – Getting Started</u> Watch videos to learn how to do SAM assignments:	assignments.				
	4. Watch SAM videos		-Watch video for how to do SAM Training assignments -Watch video for how to do SAM Project assignments -Watch video for how to do SAM Exam assignments	SAM account				
	SAM Institution Key:		-If you haven't purchased Cengage Unlimited yet, you may still <u>create a SAM account</u> for a 14-day grace period to do this week's assignments.	must be created by <u>Monday,</u> <u>February 10</u> . You				
	T2025199		<ul> <li>-After you join the Excel 1 section in SAM, you will see the SAM assignments.</li> <li>-Only assignments that are scheduled will be available.</li> <li>-When using the grace period, SAM will keep reminding</li> </ul>	account this week to do the SAM assignments.				
			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. <u>Purchase Cengage Unlimited</u> asap. -If you have trouble seeing any of the screens in SAM, you should check the SAM System Requirements again.					
			-If you continue to have trouble, contact <u>SAM Tech</u> <u>Support</u> .	Label Module				
	5. Download folder		-If you did not download Excel Module 1 last week, use the " <u>Folders</u> " 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 it with ' <i>CRN</i> #	1 folder per my <u>labeling</u> protocol.				
			<i>firstname lastname Module 1'.</i> -Delete the zipped folder. You won't need it any longer.					
	6. Accessing ebooks in SAM		-Accessing the readings in the ebook	Cont'd next page				

Week 2 begins Monday, February 10.	7. Module 1 in Excel textbook: Creating Worksheet & Chart	<ul> <li>-Login to SAM to download Module 1 textbook project, "Frangold Real Estate Budget".</li> <li>-You must read the chapter for instructions. Otherwise you won't know what to do with the "Frangold" Start file.</li> <li>-Use the SAM downloaded start file, "Frangold", to complete the steps you read in Module 1 chapter in the ebook.</li> <li>OR</li> <li>-Watch this YouTube video for Module 1 textbook project. Work along in the project as you watch the video.</li> <li>Otherwise use the textbook written instructions to complete the project.</li> <li>https://www.youtube.com/watch?app=desktop&amp;v=1byO vZ8MgWs</li> </ul>	□ SAM Module 1 textbook project due by <u>Wed., Feb. 19</u> . You need a SAM account this week to do the SAM assignments.
		<ul> <li>-Save Frangold Real Estate Budget.xlsx in the Module 1 folder.</li> <li>-Upload completed "Frangold" project in SAM for grading.</li> <li>-Look at the "Frangold" graded report in SAM.</li> <li>-Fix whatever may be wrong and resubmit in SAM for better score.</li> <li>-You have 5 tries on projects. Only highest score counts.</li> </ul>	☐ SAM training due by Wed., Feb. 19, 11:59pm.
	8. SAM Training (required)	<ul> <li>-In SAM, click on SAM Training link for Excel Module 1.</li> <li>-Follow instructions in training. You only need to do the 'Apply' part of training to get credit.</li> <li>-If you have difficulty with a training task, use Observe to learn how SAM expects you to do the training task.</li> </ul>	□ SAM projects due by Wed., Feb. 19, 11:59pm.
	9. SAM <u>Projects</u> (required)	-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.	
Week 2 begins Monday, February 10.		OR multitask by watching the videos and completing the projects using your Start files: -Module 1 project: <u>New Era Medical</u> -Module 1 project: <u>Diaz Marketing</u> -Module 1 project: <u>Ferrante &amp; Dahl Consultants</u> (fast forward 60 seconds)	
Valentines	Cont'd next page	-When finished, upload start file back into SAM for grading. -Repeat this process for the 3 projects.	Cont'd next page

Week 2 begins Monday, February 10.	10. Your grade spreadsheet	<ul> <li>-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.</li> <li>-Projects are required.</li> <li>-SAM project files are downloaded to your computer, completed in Excel, saved in the module folder, and uploaded to SAM for grading.</li> <li>-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.</li> <li>-Use the <u>spreadsheet 'template'</u> to record your SAM grades.</li> <li>-Fill in your SAM grades to see your current grade.</li> <li>-The grade spreadsheet is not an assignment. It is 'for your eyes only'.</li> <li>NOTE: SAM assignments are graded and saved in SAM. Look at your SAM Gradebook to find your grades. Then fill in the spreadsheet template.</li> </ul>	
	11. Turn in folder	-Close all files inside the module folder. -Close the folder, too. -Drag your folder to my shared Google Drive.	□ <u>Drag Excel</u> <u>Module 1 folder</u> <u>into shared</u> <u>Google Drive</u> by
	12. Practice exam (not required)	-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.	Wed., Feb. 19, 11:59pm.
	13. SAM REAL Exam	-Complete the Excel Module 1 REAL Exam in SAM.	SAM Module 1 REAL Exam due by Wed., Feb. 19. 11:59.
	14. FYI	-Most Widely Used Spreadsheet Software	
	15. Blog & email	-Post questions on <u>Blog</u> . -Check your personal email. Make sure my email (from <u>maryann.watson.excel@gmail.com</u> ) does not go to your spam or trash folders.	