

Excel 1 - Week 8 Assignment Checklist

Excel 2019 text

SAM: Exams, Training, Projects

Hyperlinks

Due dates

Other info

Date	Topic	✓	Homework Assignment Checklist	Due Dates
Week 8 begins Monday, March 24.	1. Use checklist	<input type="checkbox"/>	-Use checklist to keep track of your completed work.	<input type="checkbox"/> Reminder: Drag completed Module 6 folder into shared Google Drive folder by Wednesday, <u>March 26</u>, 11:59pm.
	2. SLO Assessment in SAM (required)	<input type="checkbox"/>	-The SLO Assessment 'collects' data for OCC Student Learning Outcomes, a state and federal requirement.	
		<input type="checkbox"/>	-Please strive for 100%.	
		<input type="checkbox"/>	-You may have multiple attempts on the SLO Assessment.	<input type="checkbox"/> Reminder: SAM Module 6 Exam due by Wednesday night, <u>March 26</u>, 11:59pm.
		<input type="checkbox"/>	- <u>All students</u> must complete the Student Learning Outcome assessment in SAM. THIS COUNTS AS ONE EXAM GRADE.	
	3. Final grades	<input type="checkbox"/>	- A draft of final grades will be sent to your personal email.	<input type="checkbox"/> SLO Assessment in SAM is <u>REQUIRED</u> by <u>Wednesday, March 26</u>. It counts as a REAL exam.
		<input type="checkbox"/>	-Final grades will be sent after the class is over.	
	4. FYI	<input type="checkbox"/>	-Microsoft allows smaller versions of Office applications to be used for free. Create a OneDrive account and use Word, Excel, and PPTX without downloading or incurring cost.	
	5. Microsoft Apps in the Cloud	<input type="checkbox"/>	- Watch this video to learn about OneDrive (short)	
		<input type="checkbox"/>	- Create a OneDrive Account (short)	
	6. Enroll now for Excel 2.	<input type="checkbox"/>	-Excel 2 uses the same Cengage Unlimited account, so there is no additional cost for materials. Enroll now while Excel 1 topics are fresh in your mind. -If class is full, I will provide add codes for continuing Excel 1 students.	
	7. MOS Certification	<input type="checkbox"/>	-If you wish to pursue the Microsoft Office Specialist Certification, click here: MOS - Why get certified?	

Instructor reserves the right to make changes as deemed necessary and/or appropriate. Instructor is not responsible for lost data.

