Excel 1 - Week 8 Assignment Checklist

SAM: Exams, Training, Projects Excel 2019 text Hyperlinks Due dates Other info Date Topic **Homework Assignment Checklist Due Dates** 1. Use checklist -Use checklist to keep track of your completed work. ☐ Reminder: Drag completed Module 6 2. SLO Assessment in SAM -The SLO Assessment 'collects' data for OCC Student Learning Outcomes, folder into shared (required) a state and federal requirement. **Google Drive folder by** Week 8 Wednesday, March 26, begins -Please strive for 100%. 11:59pm. Monday, March 24. -You may have multiple attempts on the SLO Assessment. ☐ Reminder: SAM П Module 6 Exam due by -All students must complete the Student Learning Outcome assessment Wednesday night, in SAM. THIS COUNTS AS ONE EXAM GRADE. March 26, 11:59pm. - A draft of final grades will be sent to your personal email. 3. Final grades ☐ SLO Assessment in -Final grades will be sent after the class is over. SAM is REQUIRED by Wednesday, March 26. It counts as a REAL 4. FYI -Microsoft allows smaller versions of Office applications to be used for exam. free. Create a OneDrive account and use Word, Excel, and PPTX without downloading or incurring cost. 5. Microsoft Apps in the -Watch this video to learn about OneDrive (short) -Create a OneDrive Account (short) Cloud 6. Enroll now for Excel 2. -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 -If you wish to pursue the Microsoft Office Specialist Certification, click here: MOS - Why get certified?

			-I recommend completing the Excel 2 course before taking Microsoft certification exams. Since there is a cost for the exams, you want to be as prepared as possible.
Week 8 Monday, March 24.	8. SAM Alumni Section		-SAM is an excellent online tool to prepare for Microsoft certification exams (MOS).
			-There is an Excel Alumni Section in SAM to help you prepare for certification exams.
			-You are welcome to join the Alumni Section when this class is over.
			-There is no cost involved in using the MOS prep materials in SAM.
	9. SAM after the class is over		-When you purchase Cengage Unlimited, you purchase the right to use SAM after the class is over. It does not expire. The assignments in SAM will be for Excel 2019. When a new version of Excel is published, then a new SAM version will be available for purchase.
Le Congratulazioni. You are Excel literate!			