### Excel 2 - Week 1 Assignment Checklist

**Excel important info SAM exams, quizzes Hyperlinks Due dates**

**Instructions for the first few weeks are long. As semester progresses, instructions become shorter.**

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| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 1 begins on Monday,**  **April 7.**  **Week 1 begins on Monday,**  **April 7.**  **Week 1 begins on Monday,**  **April 7.**  **Week 1 begins on Monday,**  **April 7.**  **Week 1 begins on Monday,**  **April 7.**  **Week 1 begins on Monday,**  **April 7.** | **1. PRETEST**  **2.** [**How to Use Weekly checklist**](https://youtu.be/thDtf0ajU2s)  **3. No Canvas for Excel class**  **4. Purchase textbooks**  **5. Orientation**  **6. Prepare your home computer**  **7. Check in by email**  **8. Join Blog**  **9. Syllabus**  **10. Do you have Office 365?**    **11. What are the ‘Folders’?**  **12. Download Excel Module 7 folder, unzip, and label**  **13. Labeling your Folders**  **14. My shared Google Drive**  **15. Turn in folder**  **16. FYI**  **17. Office hours**  **18. Videos**  **19. Syllabus Quiz (required)** |  | -[**Online assessment**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Excel%202%20Handouts/Instructions%20for%20Assessment%20for%20Excel%202.pdf) **to determine readiness for Excel 2.**  **(75% score determines you are ready for Excel 2.)**  **-If using Adobe Acrobat for this file, “Enable Editing” to select what you have completed, right click and click on Highlight Text to indicate you are finished with that item.**  **-If using Word for this file, click on checkbox to indicate completed items.**  **-If neither of the above works, print out the checklists to check off completed items.**  **-Use the checklists EVERY WEEK to keep track of your completed assignments.**  **-The only things in your Canvas shell are (1) link to my website and (2) link for** [**AppStream**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/AppStream%20is%20an%20AWS%20application.pdf) **to use for Office 365 software. (See page 2.) Otherwise everything else is run from:**   * [**Watson’s Website**](https://watsonswebsite.com/) * **the class blog (Blogger)** * **personal email** * **my shared Google Drive folder** * **SAM for online training, projects, and exams**   -[**Purchase Cengage Unlimited**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/Textbook%20Information%20Cengage%20Unlimited.pdf)**.**  **-See syllabus, page 2, for information.**  **-Students with financial aid may purchase Cengage Unlimited product code at OCC Bookstore. See page 2 for specific info.**  **-NOTE: If you were enrolled in one of my other classes and already subscribed to Cengage Unlimited, you do not need to subscribe again.**  **-Watch the Excel** [**orientation**](https://watsonswebsite.com/orientation/orientations.html) **BEFORE attempting to begin Excel class.**  **Use these links to make sure your home or office computer is prepared for this class:**  **-** [**SAM System Requirements**](https://www.cengage.com/help/sam/sysreq/common/system-requirements.html)  **-** [**Monitor Resolution**](https://www.cengage.com/help/sam/sysreq/common/monitor-resolution.html)  - [**SAM System Check**](https://sam.cengage.com/app/static/browsercheck/index.html)  - [**Setting Up Your Browser**](https://www.cengage.com/help/sam/sysreq/common/browser-settings.html)  **Golden Rule for Browsing: If something doesn’t work when you are online, try another browser.**  **-If you haven’t emailed me to check in for class, please do so now.**  **-Email me at** [**maryann.watson.excel@gmail.com**](mailto:maryann.watson.excel@gmail.com) **from your personal email address with the subject line, “Checking in for class”.**  **-Don’t forget to sign the email with your OCC registered name AND the CRN of your class.**  **-Check your personal email inbox for a blog invitation. Check spam/trash if you don’t see the invitation in your Inbox.**  **-Follow instructions in the blog invitation to join the blog, where you can ask questions and get answers.**  **-Use maximized windows to enable seeing all instructions.**  **-Please DO NOT email me class questions. Put your questions and commentary on the blog.**  **-I will comment back on the blog with answers to your questions and other students will be able to get answers as well.**  **-Only email me about personal things that should not be on a class blog page.**  **-Read Syllabus – Your class syllabus is posted on Watson's Website. It was also sent as attachment to the Welcome email.**  **-Verify you have Microsoft Word, Excel, Access, and PowerPoint software in your version of Office 365 on your computer. (The free version of Office 365 does not have MS Access.)**  **-This course requires Office 365 (with MS Access) for Windows computers. However, if your version of Office 365 does not have all of the software required for Excel, login to this class in Canvas to use** [**AppStream for Virtual Desktop**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/appstream%20in%20an%20aws%20application.pdf) **for Office 365 software on campus.**  **-If you** [**borrow a computer from OCC**](https://prod.orangecoastcollege.edu/services-support/support/technology-loan/participate.html)**, it may be a Google Chromebook, which does not have a Windows operating system.**  **-If you use a Google Chromebook computer, you will need to use** [**AppStream for Virtual Desktop**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/appstream%20in%20an%20aws%20application.pdf) **in Canvas for Office 365 software and Windows 10.**  **-If you have the free version of Office 365, it does not have all necessary software. You will need to use** [**AppStream for Virtual Desktop**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/appstream%20in%20an%20aws%20application.pdf) **in Canvas for Office 365 software.**  -[**Click here to learn about the folder procedure.**](https://www.youtube.com/watch?v=zyMF5YE74xg)  -[**Click here to learn about downloading.**](http://www.computerhope.com/issues/ch000505.htm)  **-On the** [**Folders page**](https://watsonswebsite.com/folders/folders.html) **on my website, scroll down to click on the Excel 2 link in box 3. This will display the page with folder links you will use throughout the course.**  **-Click Excel Module 7 folder link to download it into the Downloads folder on your computer. If you are working on your home or office computer, move it from the Downloads folder by** [**copying and pasting**](https://www.youtube.com/watch?v=YsvGbBizeJA) **to your USB disk or to your Documents folder on the C: drive.**  **-**[**Unzip the downloaded folder**](https://www.youtube.com/watch?app=desktop&v=5Wm4PwF8DqY) **and rename it according to my** [**Labeling Folders**](https://www.youtube.com/watch?v=2cFSQO4gj38) **protocol (*CRN firstname lastname subject*).**  **-NOTE: Mac computers will probably unzip automatically when you download folders.**  **IMPORTANT INFO ABOUT LABELING YOUR FOLDERS:**  **-After unzipping the downloaded folder, you will rename the folder with your CRN# *firstname lastname subject.***  **-CRN# is the section # of your class, *firstname lastname* are your real first name and real last name, and *subject* is the subject of the downloaded folder.**  **-Watch “**[**Labeling Folders**](https://www.youtube.com/watch?v=CP8aWhL1PRk)**” to learn how to label folders.**  **-Click this link to learn** [**how to turn in your folder on Google Drive.**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf)  **-A link to my shared Google Drive folder will be sent to your personal email address in the first week of class. I will also post the link on the class blog.**  **-Use the link to connect to my Shared folder, “Drag Folders Here”.**  **-Drag the Module 1 folder into my shared Google Drive “Drag Folders Here” folder.**  **-This is how I collect your folder and how I take roll.**  **-Module 1 assignments will begin next week in Week 2.**  **-You will not share your Google Drive with me.**  **-Turn in your correctly labeled Module 7 folder to get credit for this week.**  **-Looking ahead:** [**Difference between Office 2019 & Office 2021**](https://www.ionos.com/digitalguide/e-mail/technical-matters/office-2019-vs-2021/)  **-Office hours will be in Zoom.**  **-Office hours are listed on Watson’s Website and in the class syllabus.**  **-Support videos (mostly from YouTube) will be listed in each week’s checklist. The videos support each chapters’ contents.**  **-NOTE: Weekly schedules will ‘grow’ shorter as the weeks go by.**  **-Be sure to complete the Syllabus Quiz. Link was sent to your personal email address.** | **All Week 1 tasks must be completed by Week 2, Monday, April 14, midnight.**  **All Week 1 tasks must be completed by Week 2, Monday, April 14, midnight.**  **Cont’d next page…**  **All Week 1 tasks must be completed by Week 2, Monday, April 14, midnight.**  **All Week 1 tasks must be completed by Week 2, Monday, April 14, midnight.**  **Cont’d next page…**  [**Drag Excel Module 7 folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **by Monday, April 14, midnight.**    **All Week 1 tasks must be completed by Week 2, Monday, April 14, midnight.** |
|  | **20. Blog & Email** |  | **-Check the class blog and your personal email several times a week.** |  |