

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.

Date	Topics	✓	Assignments	Due Dates
Week 1 begins on Monday, April 7.	1. PRETEST	<input type="checkbox"/>	- Online assessment to determine readiness for Excel 2. (75% score determines you are ready for Excel 2.)	<input type="checkbox"/> All Week 1 tasks must be completed by Week 2, Monday, April 14, midnight.
	2. How to Use Weekly checklist	<input type="checkbox"/>	-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.	
		<input type="checkbox"/>	-If using Word for this file, click on checkbox to indicate completed items.	
		<input type="checkbox"/>	-If neither of the above works, print out the checklists to check off completed items.	
		<input type="checkbox"/>	-Use the checklists EVERY WEEK to keep track of your completed assignments.	
	3. No Canvas for Excel class	<input type="checkbox"/>	-The only things in your Canvas shell are (1) link to my website and (2) link for AppStream to use for Office 365 software. (See page 2.) Otherwise everything else is run from: <ul style="list-style-type: none"> • Watson’s Website • the class blog (Blogger) • personal email • my shared Google Drive folder • SAM for online training, projects, and exams 	
	4. Purchase textbooks	<input type="checkbox"/>	- Purchase Cengage Unlimited .	<input type="checkbox"/> All Week 1 tasks must be completed by Week 2, Monday, April 14, midnight.
		<input type="checkbox"/>	-See syllabus, page 2, for information.	
		<input type="checkbox"/>	-Students with financial aid may purchase Cengage Unlimited product code at OCC Bookstore. See page 2 for specific info.	
	5. Orientation	<input type="checkbox"/>	-NOTE: If you were enrolled in one of my other classes and already subscribed to Cengage Unlimited, you do not need to subscribe again.	
	6. Prepare your home computer	<input type="checkbox"/>	-Watch the Excel orientation BEFORE attempting to begin Excel class.	
Week 1 begins on Monday, April 7.			Use these links to make sure your home or office computer is prepared for this class:	
		<input type="checkbox"/>	- SAM System Requirements	
		<input type="checkbox"/>	- Monitor Resolution	
		<input type="checkbox"/>	- SAM System Check	
		<input type="checkbox"/>	- Setting Up Your Browser	
			<u>Golden Rule for Browsing: If something doesn’t work when you are online, try another browser.</u>	
	7. Check in by email	<input type="checkbox"/>	-If you haven’t emailed me to check in for class, please do so now.	Cont’d next page...

<p>Week 1 begins on Monday, April 7.</p>	<p>8. Join Blog</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -Email me at maryann.watson.excel@gmail.com from your personal email address with the subject line, "Checking in for class". <input type="checkbox"/> -Don't forget to sign the email with your OCC registered name AND the CRN of your class. <input type="checkbox"/> -Check your personal email inbox for a blog invitation. Check spam/trash if you don't see the invitation in your Inbox. <input type="checkbox"/> -Follow instructions in the blog invitation to join the blog, where you can ask questions and get answers. <input type="checkbox"/> -Use <u>maximized windows</u> to enable seeing all instructions. <input type="checkbox"/> -Please DO NOT email me class questions. Put your questions and commentary on the blog. <input type="checkbox"/> -I will comment back on the blog with answers to your questions and other students will be able to get answers as well. <input type="checkbox"/> -Only email me about personal things that should not be on a class blog page. 	<p><input type="checkbox"/> All Week 1 tasks must be completed by Week 2, Monday, April 14, midnight.</p>
<p>Week 1 begins on Monday, April 7.</p>	<p>9. Syllabus</p> <p>10. Do you have Office 365?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -Read Syllabus – Your class syllabus is posted on Watson's Website. It was also sent as attachment to the Welcome email. <input type="checkbox"/> -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 <u>does not</u> have MS Access.) <input type="checkbox"/> -This course requires Office 365 (<u>with MS Access</u>) 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 for Office 365 software on campus. <input type="checkbox"/> -If you borrow a computer from OCC, it may be a Google Chromebook, which does not have a Windows operating system. <input type="checkbox"/> -<u>If you use a Google Chromebook computer, you will need to use AppStream for Virtual Desktop</u> in Canvas for Office 365 software and Windows 10. <input type="checkbox"/> -If you have the free version of Office 365, it <u>does not</u> have all necessary software. You will need to use AppStream for Virtual Desktop in Canvas for Office 365 software. 	<p><input type="checkbox"/> All Week 1 tasks must be completed by Week 2, Monday, April 14, midnight.</p>
	<p>11. What are the 'Folders'?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -Click here to learn about the folder procedure. <input type="checkbox"/> -Click here to learn about downloading. <input type="checkbox"/> -On the Folders page 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. 	
	<p>12. Download Excel Module 7 folder, unzip, and label</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -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 	<p>Cont'd next page...</p>

<p>Week 1 begins on Monday, April 7.</p>	<p>13. Labeling your Folders</p>	<p><input type="checkbox"/> folder by copying and pasting to your USB disk or to your Documents folder on the C: drive.</p> <p><input type="checkbox"/> -Unzip the downloaded folder and rename it according to my Labeling Folders protocol (<i>CRN firstname lastname subject</i>).</p> <p>-NOTE: Mac computers will probably unzip automatically when you download folders.</p> <p><u>IMPORTANT INFO ABOUT LABELING YOUR FOLDERS:</u></p> <p><input type="checkbox"/> -After unzipping the downloaded folder, you will rename the folder with your CRN# <i>firstname lastname subject</i>.</p> <p><input type="checkbox"/> -CRN# is the section # of your class, <i>firstname lastname</i> are your real first name and real last name, and <i>subject</i> is the subject of the downloaded folder.</p> <p><input type="checkbox"/> -Watch "Labeling Folders" to learn how to label folders.</p>	
<p>Week 1 begins on Monday, April 7.</p>	<p>14. My shared Google Drive</p>	<p><input type="checkbox"/> -Click this link to learn how to turn in your folder on Google Drive.</p> <p><input type="checkbox"/> -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.</p> <p><input type="checkbox"/> -Use the link to connect to my Shared folder, "Drag Folders Here".</p> <p><input type="checkbox"/> -Drag the Module 1 folder into my shared Google Drive "Drag Folders Here" folder.</p> <p><input type="checkbox"/> -This is how I collect your folder and how I take roll.</p> <p><input type="checkbox"/> -Module 1 assignments will begin next week in Week 2.</p> <p><u>-You will not share your Google Drive with me.</u></p>	<p><input type="checkbox"/> Drag Excel Module 7 folder into shared Google Drive by Monday, April 14, midnight.</p>
	<p>15. Turn in folder</p>	<p><input type="checkbox"/> -Turn in your correctly labeled Module 7 folder to get credit for this week.</p>	
	<p>16. FYI</p>	<p><input type="checkbox"/> -Looking ahead: Difference between Office 2019 & Office 2021</p>	
	<p>17. Office hours</p>	<p><input type="checkbox"/> -Office hours will be in Zoom.</p> <p><input type="checkbox"/> -Office hours are listed on Watson's Website and in the class syllabus.</p>	<p><input type="checkbox"/> All Week 1 tasks must be completed by Week 2, Monday, April 14, midnight.</p>
	<p>18. Videos</p>	<p><input type="checkbox"/> -Support videos (mostly from YouTube) will be listed in each week's checklist. The videos support each chapters' contents.</p> <p><input type="checkbox"/> -NOTE: Weekly schedules will 'grow' shorter as the weeks go by.</p>	
	<p>19. Syllabus Quiz (required)</p>	<p><input type="checkbox"/> -Be sure to complete the Syllabus Quiz. Link was sent to your personal email address.</p>	
	<p>20. Blog & Email</p>	<p><input type="checkbox"/> -Check the class blog and your personal email several times a week.</p>	