Week 2 Schedule for Excel 2 Students

**(Do not start Week 2 before completing Week 1 tasks.)**

**Excel textbook SAM & very important info Hyperlinks Due dates Other important info**

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| **Week** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 2 begins Monday,**  **April 14.**  **Week 2 begins Monday,**  **April 14.**  **Week 2 begins Monday,**  **April 14.** | **1.** [**How to Use Weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. SAM**  **3. Create SAM account**  **SAM Institution Key: T2025199**  **4. Ebook in SAM**  **5. Watch videos**  **6. Download**  **Module 7 folder**  **7. Excel Module 7:**  **Creating Templates, Importing Data, Working with Images**  **8. SAM Training (required)**  **9. SAM Projects**  **10. SAM Practice Exam (not required)**  **11. Turn in Module 7 folder**  **12. Excel Training Links**  **13. Microsoft free resources** |  | **-Use checklist to keep track of your completed work.**  **-If you haven’t completed Week 1 tasks, DO IT NOW before proceeding.**  **-Excel 1 continuing students may skip all of the SAM prep. Use the same SAM login information you used for Excel 1. However, you must join the Excel 2 section in SAM to see the Excel 2 assignments.**    **-**[**SAM – Getting Started**](https://play.vidyard.com/XPJjojb5ciBDjsvpxtoSgv)  **Watch SAM “How to” videos BEFORE attempting to do SAM assignments:**  **-**[**Watch video for how to do SAM Training assignments**](https://www.youtube.com/watch?v=ZcWZwV9AmWg)  **-**[**Watch video for how to do SAM Project assignments**](https://www.youtube.com/watch?v=gbTm7q_T7TM&list=PLtv5E8moFF2rKKdlZO_QoOg4lZB2bknuE&index=12)  **-**[**Watch video for how to do SAM Exam assignments**](https://www.youtube.com/watch?v=GnCXp_RBH1U&list=PLtv5E8moFF2rKKdlZO_QoOg4lZB2bknuE&index=11)  **- Cengage Unlimited allows for a 14-day grace period to use SAM before payment.**  **-**[**Create a SAM account**](http://csjava.occ.cccd.edu/~watsonm/Assignments_Handouts_Lectures/Handouts_for_all_classes/create%20SAM%20instructions.pdf)  **-Join Excel 2 section in SAM to see SAM assignment links.**  **-Only assignments that are scheduled will be available.**  **-When using the grace period, SAM will keep reminding 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 have trouble seeing any of the screens in SAM, you should** [**check the SAM System Requirements again**](https://www.cengage.com/help/sam/sysreq/common/system-requirements.html)**.**  **-If you continue to have trouble, contact** [**SAM Tech Support**](http://support.cengage.com/magellanweb/TechSupport/login.aspx)**.**  **-Ebook is in the SAM Excel 2 section. It is available during 14-day grace period.**  **-Can’t find the ebook in SAM? Click this link:** [**How to access ebook readings**](https://www.youtube.com/watch?v=5FNulnwsBlk&index=6&list=PLtv5E8moFF2rKKdlZO_QoOg4lZB2bknuE)**.**  **-The ebook will help you do Module 7 if you are waiting for your rented book.**  **-** [**Watch this Microsoft video about templates in Excel**](http://www.youtube.com/watch?v=zANltz5QY5I)  **-**[**Watch this video about importing data into Excel**](https://www.youtube.com/watch?v=ioIqA3h4pl0)  **-**[**Watch this Microsoft video about creating SmartArt**](http://www.youtube.com/watch?v=oddy_AUVq0E)  **-If you did not download Excel Module 7 last week, use the “**[**Folders**](https://watsonswebsite.com/folders/folders.html)**” link on Watson’s Website; then click on the Excel 7 link to display folders for downloading. Download Module 7 Excel folder from Watson’s Website.**  **-Unzip the downloaded folder and** [**label**](https://www.youtube.com/watch?v=CP8aWhL1PRk) **it with ‘*CRN# firstname lastname Module 7’.***  **-Delete the zipped folder. You won’t need it any longer.**  **-Download Textbook Project Module 7 MISalesAnalysis in SAM. Also download SAM Support Files.**  **-Save all files in your Module 7 folder.**  **-Use PC or Mac Start file to complete MISalesAnalysisTemplate.xltx (template file) and MISalesAnalysis.xlsx (workbook file).**  **-Instructions are in Module 7 chapter in textbook. Read & complete all steps in the chapter.**  **OR**  **The video below was recorded by another instructor & posted on YouTube. It is not the entire chapter lesson so you will need to use the ebook chapter to do a complete project. Multitask between the video and the SAM Start file.**  **-Part 1 – Create a template**  [**https://www.youtube.com/watch?v=MS-6g36vTQo&t=107s**](https://www.youtube.com/watch?v=MS-6g36vTQo&t=107s)  **-You will need to use the ebook instructions to complete the rest of the chapter.**  **-Upload completed SAM textbook project file in SAM for grading.**  **-Save completed MISalesAnalysis Template.xltx and MISalesAnalysis.xlsx in your Module 7 folder.**  **-SAM Training for Module 7. Complete this assignment in SAM.**  **-Ballantyne,** [**Part 1**](https://www.youtube.com/watch?v=pfSp2PSoWkg)**,** [**Part 2**](https://www.youtube.com/watch?v=xBxGRRelyrU&t=853s)  **-Chisholm-Grant Academy – No video available. Follow SAM instructions.**  **-**[**Wang Marketing**](https://www.youtube.com/watch?v=ISwrj4FhY8U)  **-SAM Practice Exam for Module 7 – You have multiple tries on the practice exam. Students using practice exams score higher on ‘real’ exams.**  **-NOTE: USE PRACTICE EXAMS TO GET ACCUSTOMED TO THE WAY SAM GRADES ‘REAL’ EXAMS.**  **-Practice exams are not counted in final grade average. Practice exams help prepare you for ‘real’ exams.**  **-I sent a link to your personal email address in Week 1 to connect to my shared Google Drive. Use the link to go to my “Drag Folders Here” folder and drag in your closed Module 7 folder. (Make sure your project file(s) and Module 7 folder are closed before attempting to drag into my “Drag Folders Here”.)**  **-If you do not see the email I sent, check your spam and/or trash folders. Sometimes my email gets diverted.**  **-Use** [**Microsoft's Help and Learning**](https://support.office.com/en-us/excel) **if you have difficulty with concepts in Module 7.**  **-** [**Microsoft Template Gallery**](http://office.microsoft.com/en-us/templates/) | **SAM account must be created by Monday, April 14.**  **Watch videos before attempting Module 7.**  **Label Module 7 folder according to my** [**labeling protocol**](https://www.youtube.com/watch?v=2cFSQO4gj38)**.**  **SAM Textbook Project Module 7 due by Wed., April 23, midnight.**  **SAM Training due by Wed., April 23, midnight.**  [**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 Wed., April 23, midnight.**  **NOTE: Turn in your folder EVERY week, even if you aren’t finished with the assignments.** |
|  | **14. Blog & email** |  | **-Post questions on** [**Blog**](http://www.blogger.com/)**.**  **-Check your personal email. Make sure my email (from** [**maryann.watson.excel@gmail.com**](mailto:maryann.watson.excel@gmail.com)**) does not go to your spam or trash folders.** |  |