	Week 6 Schedule for Excel 2 Students		

🟩 **Excel textbook** 🟥 **SAM** 🟦 **Hyperlinks** 🟪 **Due Dates** ⬛ **Other important info**

Week	Topics	✓	Assignments	Due Dates
Week 6 begins May 12.	1. **How to Use Weekly checklist**	☐	-Use checklist to keep track of your completed work.	☐ **SAM Module 10 Training due by Wed., May 21, midnight.**
	2. **SAM Training (required)**	☐	-Complete SAM Training for Module 10.	
	3. **SAM Projects (required)**		**SAM Projects for Module 10 -- 3 projects**	☐ **SAM Module 10 projects due Wed., May 21, midnight.**
		☐	--**Franklin National**	
		☐	--**WebSmith**	
		☐	--**Wyoming Commerce Dept.**	
	4. **HONORS STUDENTS ONLY:** **Module 10 Critical Thinking Project**	☐	**HONORS STUDENTS ONLY. If you are not in the Honors section, you do not need to do this project:** --**Lighting Designs**	☐ **Drag Excel Module 10 folder into shared Google Drive** by Wed., May 21, midnight.
		☐	-Upload completed projects back into SAM for grading.	
	5. **Turn in folder.**	☐	-Turn in Module 10 folder (again) on shared Google Drive.	
	6. **SAM Practice Exam**	☐	-Use the SAM Practice Exam for Module 10. Practice exams help students score higher on 'real' exams.	☐ **SAM REAL EXAM for Module 10 due by Wed., May 21, midnight.**
	7. **SAM Exam – Ch. 10 (required)**	☐	-Complete the SAM 'REAL' Exam for Module 10. Unlike the practice exam, you only get one try on this exam.	
	8. **Watch videos**	☐	-**What is Power BI?**	
		☐	-**How to use Power BI**	
		☐	-**Major benefits of Power BI**	
	9. **Download folder**	☐	-From Watson's Website, download & unzip Power BI folder.	☐ **SAM Textbook Appendix B Power BI due by Wed., May 21, midnight.**
		☐	-Label the unzipped Power BI folder according to my labeling protocol.	
	10. **New Perspectives Ebook in SAM: Power BI**	☐	-In SAM, open the ebook, *New Perspectives Microsoft Office 365 & Excel 2019 Comprehensive* in SAM.	

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

Week 6 begins May 12.				
		☐	-Open the ebook chapter, "Appendix B: Introducing Power BI" to begin reading the chapter.	
		☐	-There are no SAM projects. You will use the reading in Appendix B and the data files in the Power BI folder to create files using Power BI. NOTE: Mac users may use Power BI by logging into Canvas and using AppStream to connect to Windows remotely to connect to and use Power BI Desktop from your Mac. Otherwise, use the Windows computers in the Computing Center on campus.	
	11. Turn in folder	☐	-Save Appendix B textbook project files in Power BI folder.	☐ **Drag Appendix B Power BI folder into shared Google Drive** by Wed., May 21, midnight.
		☐	-Turn Module 11 folder in by dragging it into my shared Google Drive "Drag Folders Here" folder.	
	12. SAM Training (required)	☐	-Complete SAM Training for Power BI.	☐ SAM Training for Appendix Power BI due by Wed., May 21, midnight.
	13. SAM Practice Exam (not required)	☐	-Use the SAM Practice Exam for Power BI. Practice exams help students score higher on 'real' exams.	☐ SAM REAL EXAM for Appendix B Power BI due by Wed., May 21, midnight.
	14. SAM REAL Exam	☐	-Complete the SAM 'REAL' Exam for Power BI. You are allowed 2 tries on this exam.	
	15. FYI: Power BI	☐	-Lots of cool stuff to bookmark on YouTube for Power BI: https://www.youtube.com/@MicrosoftPowerBI/featured	
	16. FYI	☐	-6 Fun Facts About Excel	
	17. Blog and Gmail	☐	-Post questions on Blog.	
		☐	-Check your personal email in case I sent you something.	

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