



<p>Week 4 Part 1 begins Monday, Feb. 23.</p>	<p>6. SAM Excel Training (required)</p> <p>7. SAM Excel Project (required)</p> <p><b>***HONORS STUDENTS ONLY</b></p> <p>8. Turn in folder</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>-SAM Training Excel Module 3 – Read &amp; follow instructions in SAM. Save time, just do ‘Apply’.</p> <p>-SAM Excel Module 3 Project – Read &amp; follow instructions in SAM to download project instruction file and project start file. -Save project file in Module 3 folder.</p> <p>-Upload start file back into SAM for grading.</p> <p>-You are allowed 5 tries on projects so if your score is low, you may fix the problem(s) and re-upload for a better score.</p> <p><b>-HONORS STUDENTS ONLY:</b> You will be doing a project lesson for Mail Merge. If you are not enrolled in the Honors CRN, you do not need to do this project in SAM.</p> <p>-Textbook Project - Module 6 - Mail Merge</p> <p>-SAM Training for Mail Merge.</p> <p>-Turn in folder EVERY WEEK in my shared Google Drive “Drag Folders Here”. Something is better than nothing.</p>	<input type="checkbox"/> SAM Training & Projects for Excel Module 3 are due on Thursday, Feb. 26, 11:59pm. <input type="checkbox"/> <a href="#">Drag Excel Module 3 folder into Google Drive “Drag Folders Here” folder by Thursday, Feb. 26, 11:59pm.</a>
	<p>9. Blog and email</p>	<input type="checkbox"/> <input type="checkbox"/>	<p>-Check <a href="#">class blog</a> several times a week. Ask questions, read answers/comments on the blog.</p> <p>-Check personal email several times a week.</p>	