

<p>Week 2 begins Monday, Feb. 9.</p>	<p>7. Module 1 in Excel textbook: Creating Worksheet & Chart</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -Login to SAM to download Module 1 textbook project, “Frangold Real Estate Budget”. <input type="checkbox"/> -You must read the chapter for instructions. Otherwise you won’t know what to do with the “Frangold...” Start file. <input type="checkbox"/> -Use the SAM downloaded start file, “Frangold...”, to complete the steps you read in Module 1 chapter in the ebook. OR <input type="checkbox"/> -Watch this YouTube video for Module 1 textbook project. Work along in the project as you watch the video. Otherwise use the textbook written instructions to complete the project. https://www.youtube.com/watch?app=desktop&v=1byOvZ8MgWs <input type="checkbox"/> -Save Frangold Real Estate Budget.xlsx in the Module 1 folder. <input type="checkbox"/> -Upload completed “Frangold...” project in SAM for grading. <input type="checkbox"/> -Look at the “Frangold...” graded report in SAM. <input type="checkbox"/> -Fix whatever may be wrong and resubmit in SAM for better score. <input type="checkbox"/> -You have 5 tries on projects. Only highest score counts. <input type="checkbox"/> -In SAM, click on SAM Training link for Excel Module 1. <input type="checkbox"/> -Follow instructions in training. You only need to do the ‘Apply’ part of training to get credit. <input type="checkbox"/> -If you have difficulty with a training task, use Observe to learn how SAM expects you to do the training task. <input type="checkbox"/> -There are 3 more SAM projects. <input type="checkbox"/> -Download each SAM project instruction file for Excel Module 1. Save each in Excel Module 1 folder <input type="checkbox"/> -Download each SAM project start file for Excel Module 1. Save each in Excel Module 1 folder. <input type="checkbox"/> -Follow instruction file to complete the start file. <p>OR multitask by watching the videos and completing the projects using your Start files:</p> <ul style="list-style-type: none"> <input type="checkbox"/> -Module 1 project: New Era Medical <input type="checkbox"/> -Module 1 project: Diaz Marketing <input type="checkbox"/> -Module 1 project: Ferrante & Dahl Consultants (fast forward 60 seconds) <input type="checkbox"/> -When finished, upload start file back into SAM for grading. <input type="checkbox"/> -Repeat this process for the 3 projects. 	<ul style="list-style-type: none"> <input type="checkbox"/> SAM Module 1 textbook project due by Wed., Feb. 18. You need a SAM account this week to do the SAM assignments. <input type="checkbox"/> SAM training due by Wed., Feb. 18, 11:59pm. <input type="checkbox"/> SAM projects due by Wed., Feb. 18, 11:59pm.
<p>Week 2 begins Monday, Feb. 9.</p>	<p>8. SAM Training (required)</p> <p>9. SAM Projects (required)</p> <p>Cont’d next page...</p>		<p>Cont’d next page...</p>

<p>Week 2 begins Monday, Feb. 9.</p>	<p>10. Your grade spreadsheet</p> <p>11. Turn in folder</p> <p>12. Practice exam (not required)</p> <p>13. SAM REAL Exam</p> <p>14. FYI</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -You are allowed 5 tries on each project; so if your score is low, download graded report to see what is wrong and fix the original project file. Then re-upload for a better score. <input type="checkbox"/> -Projects are required. <input type="checkbox"/> -SAM project files are downloaded to your computer, completed in Excel, saved in the module folder, and uploaded to SAM for grading. <input type="checkbox"/> -I will be able to see all SAM assignment grades in SAM, but I want to 'collect' your SAM project files in the module folders. <input type="checkbox"/> -Use the spreadsheet 'template' to record your SAM grades. <input type="checkbox"/> -Fill in your SAM grades to see your current grade. <input type="checkbox"/> -The grade spreadsheet is not an assignment. It is 'for your eyes only'. <p>NOTE: SAM assignments are graded and saved in SAM. Look at your SAM Gradebook to find your grades. Then fill in the spreadsheet template.</p> <ul style="list-style-type: none"> <input type="checkbox"/> -Close all files inside the module folder. <input type="checkbox"/> -Close the folder, too. <input type="checkbox"/> -Drag your folder to my shared Google Drive. <input type="checkbox"/> -There are practice exams that may be used multiple times. Practice exams are not counted as part of final grade, but they help you prepare for real exams. <input type="checkbox"/> -Complete the Excel Module 1 REAL Exam in SAM. <input type="checkbox"/> -Most Widely Used Spreadsheet Software 	<ul style="list-style-type: none"> <input type="checkbox"/> Drag Excel Module 1 folder into shared Google Drive by Wed., Feb. 18, 11:59pm. <input type="checkbox"/> SAM Module 1 REAL Exam due by Wednesday, Feb. 18, 11:59.
	<p>15. Blog & email</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -Post questions on Blog. <input type="checkbox"/> -Check your personal email. Make sure my email (from maryann.watson.excel@gmail.com) does not go to your spam or trash folders. 	