

## Excel 1 - Week 8 Assignment Checklist

  Excel 2019 text

  SAM: Exams, Training, Projects

  Hyperlinks

  Due dates

  Other info

| Date   | Topic                               | ✓                        | Homework Assignment Checklist   | Due Dates  |
|--|-------------------------------------|--------------------------|---|--|
| <b>Week 8<br/>begins<br/>Monday,<br/>March 23.</b> | 1. <a href="#">Use checklist</a>    | <input type="checkbox"/> | -Use checklist to keep track of your completed work.  | <input type="checkbox"/> <b>Reminder:</b> Drag completed Module 6 folder into shared Google Drive folder by <b>Wednesday, <a href="#">March 25, 11:59pm.</a></b> |
|  | 2. SLO Assessment in SAM (required) | <input type="checkbox"/> | -The SLO Assessment 'collects' data for OCC Student Learning Outcomes, a state and federal requirement.   | <input type="checkbox"/> <b>Reminder:</b> SAM Module 6 Exam due by Wednesday night, <b>March 25, 11:59pm.</b>  |
|  |                                     | <input type="checkbox"/> | -Please strive for 100%.  | <input type="checkbox"/> SLO Assessment in SAM is <b>REQUIRED</b> by <b>Wednesday, <a href="#">March 25, 11:59pm.</a></b> It counts as a REAL exam.              |
|  |                                     | <input type="checkbox"/> | -You may have multiple attempts on the SLO Assessment.  |  |
|  |                                     | <input type="checkbox"/> | - <b>All students must complete the Student Learning Outcome assessment in SAM. THIS COUNTS AS ONE EXAM GRADE.</b>  |  |
|  | 3. HONORS STUDENTS ONLY             | <input type="checkbox"/> | -HONORS STUDENTS ONLY - Training for Excel Associate Certification This training has 116 tasks. You may choose to do only the even or only the odd numbered tasks, as long as you do 58 of the tasks. This is an example of what the Microsoft Office Specialist: Excel Associate exam is like. | <input type="checkbox"/> <b>HONORS STUDENTS ONLY:</b> Training for Excel Associate Certification due by <b>Wednesday, <a href="#">March 27, 11:59pm.</a></b>     |
|  | 4. Final grades                     | <input type="checkbox"/> | - A draft of final grades will be sent to your personal email.  |  |
|  |                                     | <input type="checkbox"/> | -Final grades will be sent after the class is over.   |  |
|  | 5. FYI                              | <input type="checkbox"/> | -Microsoft allows smaller versions of Office applications to be used for free. Create a OneDrive account and use Word, Excel, and PPTX without downloading or incurring cost.   |  |
|  |                                     | <input type="checkbox"/> | - <a href="#">Watch this video to learn about OneDrive (short)</a>  |  |

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

|  |   |  |  |
|--|---|--|--|
| <p>Week 8 begins Monday, March 23.</p>             | <p>6. Microsoft Apps in the Cloud</p> <p>7. Enroll now for Excel 2.</p> <p>8. MOS Certification</p> <p>9. SAM Alumni Section</p> <p>10. SAM after the class is over</p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> -<a href="#">Create a OneDrive Account (short)</a></li> <li><input type="checkbox"/> -Excel 2 uses the same Cengage Unlimited account, so there is no additional cost for materials. Enroll now while Excel 1 topics are fresh in your mind.</li> <li><input type="checkbox"/> -If class is full, I will provide add codes for continuing Excel 1 students.</li> <li><input type="checkbox"/> -If you wish to pursue the Microsoft Office Specialist Certification, click here: <a href="#">MOS - Why get certified?</a></li> <li><input type="checkbox"/> -I recommend completing the Excel 2 course before taking Microsoft certification exams. Since there is a cost for the exams, you want to be as prepared as possible.</li> <li><input type="checkbox"/> -SAM is an excellent online tool to prepare for Microsoft certification exams (MOS).</li> <li><input type="checkbox"/> -There is an Excel Alumni Section in SAM to help you prepare for certification exams.</li> <li><input type="checkbox"/> -You are welcome to join the Alumni Section when this class is over.</li> <li><input type="checkbox"/> -There is no cost involved in using the MOS prep materials in SAM.</li> <li><input type="checkbox"/> -When you purchase Cengage Unlimited, you purchase the right to use SAM after the class is over. It does not expire. The assignments in SAM will be for Excel 2019. When a new version of Excel is published, then a new SAM version will be available for purchase.</li> </ul> |  |
| <p>Le Congratulazioni. You are Excel literate!</p> |   |  |  |

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