

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

Week	Topics	✓	Assignments	Due Dates
Week 2 begins Monday, April 13.	1. How to Use Weekly checklist	<input type="checkbox"/>	-Use checklists to keep track of your completed work.	<input type="checkbox"/> SAM account must be created by Monday, April 20.
		<input type="checkbox"/>	-If you haven't completed Week 1 tasks, DO IT NOW before proceeding.	
	2. SAM	<input type="checkbox"/>	-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.	
	3. Create SAM account	<input type="checkbox"/>	- SAM – Getting Started	
		<input type="checkbox"/>	Watch SAM "How to" videos BEFORE attempting to do SAM assignments:	
		<input type="checkbox"/>	- Watch video for how to do SAM Training assignments	
		<input type="checkbox"/>	- Watch video for how to do SAM Project assignments	
		<input type="checkbox"/>	- Watch video for how to do SAM Exam assignments	
	SAM Institution Key: T2025199	<input type="checkbox"/>	- Cengage Unlimited allows for a 14-day grace period to use SAM before payment.	
		<input type="checkbox"/>	- Create a SAM account	
		<input type="checkbox"/>	-Join Excel 2 section in SAM to see SAM assignment links.	
		<input type="checkbox"/>	-Only assignments that are scheduled will be available.	
		<input type="checkbox"/>	-When using the grace period, SAM will keep reminding you how many days you have left.	
		<input type="checkbox"/>	-SAM will also have a button you may use for purchasing Cengage Unlimited during the grace period.	
		<input type="checkbox"/>	-If you have trouble seeing any of the screens in SAM, you should check the SAM System Requirements again (listed in week 1 checklist).	
	<input type="checkbox"/>	-If you continue to have trouble, contact SAM Tech Support (or call 800.354.9706).		
4. Ebook in SAM	<input type="checkbox"/>	-Ebook is in the SAM Excel 2 section. It is available during 14-day grace period.		
	<input type="checkbox"/>	-Can't find the ebook in SAM? Click this link: How to access ebook readings .		
	<input type="checkbox"/>	-The ebook will help you do Module 7 if you are waiting for your rented book.		

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

<p>Week 2 begins Monday, April 13.</p>	<p>5. Watch videos</p> <p>6. Download Module 7 folder</p> <p>7. Excel Module 7: Creating Templates, Importing Data, Working with Images</p> <p>8. SAM Training (required)</p> <p>9. SAM Projects</p> <p>10. SAM Practice Exam (not required)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> - Watch this Microsoft video about templates in Excel <input type="checkbox"/> - Watch this video about importing data into Excel <input type="checkbox"/> - Watch this Microsoft video about creating SmartArt <input type="checkbox"/> -If you did not download Excel Module 7 last week, use the “Folders” 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. <input type="checkbox"/> -Unzip the downloaded folder and label it with “<i>CRN# firstname lastname Module 7</i>”. <input type="checkbox"/> -Delete the zipped folder. You won’t need it any longer. <input type="checkbox"/> -Download Textbook Project Module 7 MISalesAnalysis in SAM. Also download SAM Support Files. <input type="checkbox"/> -Save all files in your Module 7 folder. <input type="checkbox"/> -Use PC <u>or</u> Mac Start file to complete MISalesAnalysisTemplate.xltx (template file) and MISalesAnalysis.xlsx (workbook file). <input type="checkbox"/> -Instructions are in Module 7 chapter in textbook. Read & complete all steps in the chapter. <input type="checkbox"/> -Upload completed SAM textbook project file in SAM for grading. <input type="checkbox"/> -Save completed MISalesAnalysis Template.xltx and MISalesAnalysis.xlsx in your Module 7 folder. <input type="checkbox"/> -SAM Training for Module 7. Complete this assignment in SAM. <input type="checkbox"/> -Ballantyne, Part 1, Part 2 <input type="checkbox"/> -Chisholm-Grant Academy – No video available. Follow SAM instructions. <input type="checkbox"/> -Wang Marketing <input type="checkbox"/> -SAM Practice Exam for Module 7 – You have multiple tries on the practice exam. Students using practice exams score higher on ‘real’ exams. <input type="checkbox"/> -NOTE: <u>USE PRACTICE EXAMS TO GET ACCUSTOMED TO THE WAY SAM GRADES ‘REAL’ EXAMS.</u> <input type="checkbox"/> -Practice exams are not counted in final grade average. Practice exams help prepare you for ‘real’ exams. 	<ul style="list-style-type: none"> <input type="checkbox"/> Watch videos before attempting Module 7. <input type="checkbox"/> Label Module 7 folder according to my labeling protocol. <input type="checkbox"/> SAM Textbook Project Module 7 due by Wed., April 22, midnight. <input type="checkbox"/> SAM Training due by Wed., Wed., April 22, midnight.
--	--	---	---

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

<p>Week 2 begins Monday, April 13.</p>	<p>11. Turn in Module 7 folder</p> <p>12. Excel Training Links</p> <p>13. Microsoft free resources</p>	<p><input type="checkbox"/> -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”.)</p> <p><input type="checkbox"/> -If you do not see the email I sent, check your spam and/or trash folders. Sometimes my email gets diverted.</p> <p><input type="checkbox"/> -Use Microsoft's Help and Learning if you have difficulty with concepts in Module 7.</p> <p><input type="checkbox"/> - Microsoft Template Gallery</p>	<p><input type="checkbox"/> Drag Excel Module 7 folder into shared Google Drive by Wed., April 22, midnight.</p> <p>NOTE: Turn in your folder EVERY week, even if you aren't finished with the assignments.</p>
	<p>14. Blog & email</p>	<p><input type="checkbox"/> -Post questions on Blog.</p> <p><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.</p>	

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