

Week 6 Schedule for Excel 2 Students

■ Excel textbook

■ SAM

■ Hyperlinks

■ Due Dates

■ Other important info

Week	Topics	✓	Assignments	Due Dates
<p>Week 6 begins Monday, May 11.</p>	1. How to Use Weekly checklist	<input type="checkbox"/>	-Use checklist to keep track of your completed work.	
	2. SAM Training (required)	<input type="checkbox"/>	-Complete SAM Training for Module 10.	<input type="checkbox"/> SAM Module 10 Training due by Wed., May 20, midnight.
	3. SAM Projects (required)	<input type="checkbox"/>	SAM Projects for Module 10 -- <u>3 projects</u>	
		<input type="checkbox"/>	-- Franklin National	
		<input type="checkbox"/>	--WebSmith	<input type="checkbox"/> SAM Module 10 projects due Wed., May 20, midnight.
		<input type="checkbox"/>	--Wyoming Commerce Dept.	
	4. HONORS STUDENTS ONLY: Module 10 Critical Thinking Project	<input type="checkbox"/>	HONORS STUDENTS ONLY. If you are not in the Honors section, you do not need to do this project:	
		<input type="checkbox"/>	--Lighting Designs	
		<input type="checkbox"/>	-Upload completed projects back into SAM for grading.	<input type="checkbox"/> Drag Excel Module 10 folder into shared Google Drive by Wed., May 20, midnight.
5. Turn in folder.	<input type="checkbox"/>	-Turn in Module 10 folder (again) on shared Google Drive.		
6. SAM Practice Exam	<input type="checkbox"/>	-Use the SAM Practice Exam for Module 10. Practice exams help students score higher on 'real' exams.		
7. SAM Exam – Ch. 10 (required)	<input type="checkbox"/>	-Complete the SAM 'REAL' Exam for Module 10. Unlike the practice exam, you only get one try on this exam.	<input type="checkbox"/> SAM REAL EXAM for Module 10 due by Wed., May 20, midnight.	
8. HONORS STUDENTS ONLY: Watch videos	<input type="checkbox"/>	- What is Power BI?		
	<input type="checkbox"/>	- How to use Power BI		
	<input type="checkbox"/>	- Major benefits of Power BI		
9. HONORS STUDENTS ONLY: Download folder	<input type="checkbox"/>	-From Watson's Website, download & unzip Power BI folder.		
	<input type="checkbox"/>	-Label the unzipped Power BI folder according to my labeling protocol.		

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

<p>Week 6 begins Monday, May 11.</p>	<p>10. HONORS STUDENTS ONLY: New Perspectives Ebook in SAM: Power BI</p> <p>11. Turn in folder</p> <p>12. HONORS STUDENTS ONLY: SAM Training (required)</p> <p>13. HONORS STUDENTS ONLY: SAM Practice Exam (not required)</p> <p>14. HONORS STUDENTS ONLY: SAM REAL Exam</p> <p>15. FYI: Power BI</p> <p>16. FYI</p>	<p><input type="checkbox"/> -In SAM, open the ebook, <u>New Perspectives Microsoft Office 365 & Excel 2019 Comprehensive</u> in SAM.</p> <p><input type="checkbox"/> -Open the ebook chapter, “Appendix B: Introducing Power BI” to begin reading the chapter.</p> <p><input type="checkbox"/> -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.</p> <p><input type="checkbox"/> -Save Appendix B textbook project files in Power BI folder.</p> <p><input type="checkbox"/> -Turn Power BI folder in by dragging it into my shared Google Drive “Drag Folders Here” folder.</p> <p><input type="checkbox"/> -Complete SAM Training for Power BI.</p> <p><input type="checkbox"/> -Use the SAM Practice Exam for Power BI. Practice exams help students score higher on ‘real’ exams.</p> <p><input type="checkbox"/> -Complete the SAM ‘REAL’ Exam for Power BI. You are allowed 2 tries on this exam.</p> <p><input type="checkbox"/> -Lots of cool stuff to bookmark on YouTube for Power BI: https://www.youtube.com/@MicrosoftPowerBI/featured</p> <p><input type="checkbox"/> <u>-6 Fun Facts About Excel</u></p>	<p><input type="checkbox"/> SAM Textbook Appendix B Power BI due by Wed., May 20, midnight.</p> <p><input type="checkbox"/> <u>Drag Appendix B Power BI folder into shared Google Drive</u> by Wed., May 20, midnight.</p> <p><input type="checkbox"/> SAM Training for Appendix Power BI due by Wed., May 20, midnight.</p> <p><input type="checkbox"/> SAM REAL EXAM for Appendix B Power BI due by Wed., May 20, midnight.</p>
	<p>17. Blog and Gmail</p>	<p><input type="checkbox"/> -Post questions on <u>Blog</u>.</p> <p><input type="checkbox"/> -Check your personal email in case I sent you something.</p>	

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