

## SAM Office 2019 Project Notes for Windows and MacOS

While most students will complete their SAM Projects using Office 2019 or 365 for Windows, we continue to make our SAM Office 2019 Projects as accessible to Mac users as possible. As of December 2019, SAM 2019 offers the following classifications of Projects:

- Not Mac-Compatible – These Projects cannot be completed on a Mac.
  - Note that all SAM Access Projects fall into this category, because Microsoft Access software is not available for the Mac OS.
  - Some textbook Projects cannot be fully completed on a Mac. Cengage textbooks are written to teach Office for Windows, which remains the most full-featured and most popular application in business today. If you only have a Mac, use the VDI network on campus to do assignments not Mac-compatible.
- Mac-Compatible - Most SAM Projects fully support PC and MAC users by default.
- Mac Version Available –PC and Mac versions of some Projects are available. In these cases, instructor will edit the Project assignment options to enable OS detection for students completing the Projects on a Mac. The default option is PC only. Please refer to MAC Project differences below to learn more about these projects.

The documentation that follows describes the differences that instructors and students will encounter with OS detection enabled for Projects with a Mac Version Available.

To view the complete status of all Projects (Not Mac-Compatible, Mac-Compatible, or Mac Version Available), or to view known issues or other information, please refer to the Project and Task Information link on the SAM homepage.

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## Illustrated Excel 2019 – Notes for CIS 100

### Illustrated Excel 2019 | Module 1: End of Module Project 1

Step	WindowOS	MacOS	Note
2	In cell B4, enter the date 5/12/21 (which Excel formats as "5/12/2021") to provide the date the service was provided. [Mac Hint: The date will displayed using the format m/d/yy.]	Mac hint is given	The date format is different in Mac.

### Illustrated Excel 2019 | Module 2: SAM Project 1b

Step	WindowOS	MacOS	Note
11	Apply the Short Date number format to cell B14 to use a more common date format. [Mac Hint: The date will displayed using the format m/d/yy.]	Mac hint is given	The date format is different in Mac.

### Illustrated Excel 2019 | Module 3: SAM Project 1a

Step	WindowsOS	MacOS	Note
1	Go to the Client Invoices worksheet. In cell B3, insert a formula using the DATE function to display the current date as 6/1/2021 (m/d/yyyy) so that Brett can use the date in calculations. [Mac Hint: The date will displayed using the format m/d/yy.]	Mac hint is given	The date format is different in Mac.

### Illustrated Excel 2019 | Module 3: SAM Project 1b

Ste	WindowOS	MacOS	Note
1	Go to the Pledge Tracker worksheet. In cell B2, insert a formula using the DATE function to display the current date as 8/25/2021 so that Jane can use the date in calculations. [Mac Hint: The date will displayed using the format m/d/yy.]	Mac hint is given	The date format is different in Mac.

### Illustrated Excel 2019 | Module 3: End of Module Project 1

Ste	WindowOS	MacOS	Note
1	Go to the Inventory worksheet. In cell B3, insert a formula using the DATE function to display the date 5/5/2021. [Mac Hint: The date will displayed using the format m/d/yy.]	Mac hint is given	The date format is different in Mac.

### Illustrated Excel 2019 | Module 3: End of Module Project 2

Step	WindowOS	MacOS	Note
1	Go to the Member Accounts worksheet. In cell L2, insert a formula using the DATE function to display the date 9/1/2021. [Mac Hint: The date will displayed using the format m/d/yy.]	Mac hint is given	The date format is different in Mac.

## Illustrated PowerPoint 2019 – Notes for CIS 100

### Illustrated PowerPoint 2019 | Module 2: End of Module Project 1

Step	WindowOS	MacOS	Note
2	<p>On the title slide, insert the Rectangle: Beveled shape located in the Basic Shapes area and then resize it to a height of 4" and a width of 4.5". [Mac Hint – Insert the Bevel shape located in the Basic Shapes area.]</p> <p>Insert the file Support_PPT19_EOM2-1_Money.jpg as a picture fill in the shape. Display the Ruler, if necessary, and then align the shape so that the left edge is 2" right of center (along the fifth vertical gridline from the right) and the top edge is 3" above the center (along the first horizontal gridline), as shown in Figure 1.</p>	Mac hint is given	In Mac, shape names differ.
3	<p>On Slide 2 ("FICO Credit Scores"), convert the numbered list into the Table Hierarchy SmartArt graphic located in the Relationship category. [Mac Hint – Mac users will convert the numbered list to a Hierarchy List SmartArt graphic first, and then change the graphic to Table Hierarchy using the SmartArt Design tab.] Change the SmartArt style to Intense Effect located in the Best Match for Document area.</p>	Mac hint is given	In Mac, the feature to convert a numbered list into the Table Hierarchy SmartArt graphic is not available.
8	<p>With Slide 3 still displaying, change the arrow fill color to Olive Green, Accent 3, Darker 25% in the Theme Colors palette, the outline weight to 6 point, and then add the Perspective: Relaxed Moderately 3-D Rotation effect. [Mac Hint – Perspective Relaxed.]</p> <p>Use the smart guides to move the arrow to the center of the slide so that it is centered horizontally and vertically. Send the arrow to the back so that it is behind all four squares, as shown in Figure 3.</p>	Mac hint is given	In Mac, the 3-D Rotation effect option is different.

### Illustrated PowerPoint 2019 | Module 3: SAM Project 1a

Step	WindowOS	MacOS	Note
6	With Slide 3 still displaying, reuse slides by inserting Slide 2 ("Numbers to Numbers in the US"), Slide 3 ("Invest in Your Own Success"), and Slide 4 ("Five Key Pieces") from the file Support_PPT19_3a_Statistics.pptx available for download from the SAM website. [Mac Hint – All four slides from the Support_PPT19_3a_Statistics.pptx file will automatically be inserted into your presentation if you are using a Mac. You will need to delete the first inserted slide – Slide 1 ("Startup Stats").]	Mac hint is given	In Mac, delete extra slides when reusing slides because all the slides are inserted.
9(b)	Apply the Inflate: Middle, Deflate: Top and Bottom Transform text effect (4th column, 7th row in the Warp section). [Mac hint - Deflate Inflate Deflate Transform text effect].	Mac hint is given	In Mac, the name of the text effect differs.

### Illustrated PowerPoint 2019 | Module 3: SAM Project 1b

Step	WindowOS	MacOS	Note
6	With Slide 3 still displaying, reuse slides by inserting Slide 2 ("Fitness Classes") and Slide 3 ("Yoga Classes") from the file Support_PPT19_3b_Classes.pptx available for download from the SAM website. [Mac Hint – All four slides from the Support_PPT19_3b_Classes.pptx file will automatically be inserted into your presentation if you are using a Mac. You will need to delete the first inserted slide – Slide 1 ("Classes at Holistic Fitness") and last inserted slide ("Meditation Sessions").]	Mac hint is given	In Mac, delete extra slides while reusing slides because all the slides are inserted.
9(c)	Apply the Perspective: Below 3-D Rotation text effect (4th column, 1st row in the Perspective section). [Mac Hint – Perspective Below.]	Mac hint is given	In Mac, the Perspective Below effect appears.
11	With Slide 8 still displaying, apply the Round Cell Bevel (1st column, 1st row in the Bevel gallery) to enhance the table's appearance. [Mac Hint – Circle Cell Bevel.]	Mac hint is given	In Mac, the Circle Cell Bevel effect appears.

## Illustrated PowerPoint 2019 | Module 3: End of Module Project 1

Step	WindowOS	MacOS	Note
6	On Slide 10, insert WordArt using the text Questions? and the Fill: Dark Red, Accent color 2; Outline: Dark Red, Accent color 2 WordArt style. Apply the Wave: Down Transform effect to the WordArt object [Mac hint - The Transform effect will appear as Wave 1 for Mac users)]. Change the 3-D Rotation effect to Perspective: Right. Increase the width of the WordArt object to 7.0". Position the WordArt object in the upper-left part of the slide above the horizon line as shown in Figure 2.	Mac hint is given	In Mac, the Transform effect appears as Wave 1.

## Illustrated PowerPoint 2019 | Module 3: End of Module Project 2

Step	WindowOS	MacOS	Note
1	Begin by reusing the Overview slide from the presentation file Support_PPT19_EOM3-2_Slides.pptx so that it appears as the second slide in the presentation [Mac hint - Delete the following extra slides that automatically appear in the presentation (Unit Sales, Unit Costs, and Activities)].	Mac hint is given	In Mac, delete extra slides while reusing slides because all the slides are inserted.
7	On Slide 7, animate the picture with the Bounce Entrance animation effect. [Mac hint - Bounce Exciting animation effect.]	Mac hint is given	In Mac, the Bounce Exciting animation effect appears.
8	On Slide 8 ("Contact"), animate the text box containing the phone number with the Fly In Entrance animation effect. [Mac hint - Fly In Basic animation effect.] Change the animation duration to 1:00. Preview the animation.	Mac hint is given	In Mac, the Fly In Basic animation effect appears.

## Illustrated Word 2019 – Notes for CIS 100

### Illustrated Word 2019 | Module 2: SAM Project 1a

Step	Windows	MacOS	Notes
5	<p>Insert a header as follows:</p> <ol style="list-style-type: none"> <li>Insert a Blank header at the top of the page.</li> <li>Right-align the header paragraph.</li> <li>Enter Bao as the header text, insert a space, and then insert a Plain Number page number from the Current Position gallery.</li> <li>Close the Header &amp; Footer Tools.</li> </ol>	<p>Insert a header as follows:</p> <ol style="list-style-type: none"> <li>Insert a Top of page (Header) page number with Right alignment all pages in the document.</li> <li>Edit the header. With the insertion point before the page number, enter</li> </ol>	<p>The instructions were reworded because the menu options to insert headers differ in Mac.</p>
7b	<p>Before the period in the sentence "These groups include...(born from 2000 on).", insert a citation to a new source using the information shown in Figure 1. (Hint: The Tag name is intentionally blurred because it is generated automatically.)</p>	Step removed	<p>Step 7(b) was removed because sources and citations created in Word for Mac cannot be graded accurately due to how they are stored in the file.</p>
8	<ol style="list-style-type: none"> <li>Insert a citation to the existing Chastfield source before the period at the end of the sentence, "Campaign designers segment...to suit specific generations."</li> </ol>	c. Step removed	<p>Step 8 was removed because sources and citations created in Word for Mac cannot be graded accurately due to how they are stored in the file.</p>
10	<p>In the fourth body paragraph ("The generations all...and whitepapers."), find the Risser citation, and then edit the source to use 2 as the Day Accessed.</p>	Step removed	<p>Step 10 was removed because sources and citations created in Word for Mac cannot be graded accurately due to how they are stored in the file.</p>



11	In the same paragraph, before the period at the end of the sentence, "Another similarity...and whitepapers.", insert a citation to a new source using the information shown in Figure 2. (Hint: The Tag name is intentionally blurred because it is generated automatically.)	Step removed	Step 11 was removed because sources and citations created in Word for Mac cannot be graded accurately due to how they are stored in the file.
12	Edit the Vance citation in the fifth paragraph ("Across the generations... ongoing experience.") to add 14 as the page number.	Step removed	Step 12 was removed because sources and citations created in Word for Mac cannot be graded accurately due to how they are stored in the file.

17/1 3	Modify the "Works Cited" paragraph as follows to match the MLA style: a. Move the insertion point to the beginning of the "Works Cited" paragraph, and then insert a manual page break. b. Center the "Works Cited" paragraph on the new page.	Move the insertion point to the end of the document, and then insert a bibliography as follows: a. Insert a page break. b. Insert a Works Cited from the Bibliography gallery.	The instructions were reworded so students use the built-in Works Cited option because the built-in bibliography option is not available in Mac. Students must use the built-in Works Cited option instead, which also inserts the "Works Cited" heading automatically.
18/1 4	Move the insertion point to the left-aligned blank paragraph at the end of the document, and then use the Insert Bibliography command to insert a list of sources without a built-in heading.	Format the "Works Cited" heading as follows: a. Apply the Normal style to the heading. b. Center the heading.	The instructions were reworded so students format the automatically inserted "Works Cited" heading appropriately for MLA style because the built-in bibliography option is not available in Mac. Students must use the built-in Works Cited option instead, which also inserts the "Works Cited" heading automatically.



Illustrated Word 2019 | Module 2: SAM Project 1b

Step	Windows	MacOS	Notes
5	<p>Insert a header as follows to match MLA guidelines:</p> <ol style="list-style-type: none"> <li>Insert a Blank header at the top of the page.</li> <li>Right-align the header paragraph.</li> <li>Type <i>Romano</i> as the header text, insert a space, and then insert a Plain Number page number from the Current Position gallery.</li> <li>Close the Header &amp; Footer Tools.</li> </ol>	<p>Insert a header as follows:</p> <ol style="list-style-type: none"> <li>Insert a Top of page (Header) page number with Right alignment all pages in the document.</li> <li>Edit the header, type <i>Romano</i> and then close the Header and Footer area.</li> </ol>	<p>The instructions were reworded because the menu options to insert headers differ in Mac.</p>

7b	<p>b. Before the period in the sentence "Software developers originally...problems and defects.", insert a citation to a new source using the information shown in Figure 1. (Hint: The Tag name is intentionally blurred because it is generated automatically.)</p>	Step removed	<p>Step 7(b) was removed because sources and citations created in Word for Mac cannot be graded accurately due to how they are stored in the file.</p>
8	<p>Insert a citation to the existing Khouri source before the period at the end of the next sentence, "Other industries now...insurance, and healthcare."</p>	Step removed	<p>Step 8 was removed because sources and citations created in Word for Mac cannot be graded accurately due to how they are stored in the file.</p>

10	In the fifth body paragraph ("Whether they use...during each sprint."), find the Sadler citation, and then edit the source to add Nutshell to the name of the webpage so that the complete name is "Scrum Projects in a Nutshell".	Step removed	Step 10 was removed because sources and citations created in Word for Mac cannot be graded accurately due to how they are stored in the file.
11	In the same paragraph, before the period at the end of the sentence, "The team builds the features during each sprint.", insert a citation to a new source using the information shown in Figure 2. (Hint: The Tag name is intentionally blurred because it is generated automatically.)	Step removed	Step 11 was removed because sources and citations created in Word for Mac cannot be graded accurately due to how they are stored in the file.
12	In the sixth paragraph ("The next step...to achieve the goals."), edit the Khouri citation to add 12 as the page number.	Step removed	Step 12 was removed because sources and citations created in Word for Mac cannot be graded accurately due to how they are stored in the file.

17/13	<p>Modify the "Works Cited" paragraph as follows to match the MLA style:</p> <ol style="list-style-type: none"> <li>Move the insertion point to the beginning of the "Works Cited" paragraph, and then insert a manual page break.</li> <li>Center the "Works Cited" paragraph on the new page.</li> </ol>	<p>Move the insertion point to the end of the document, and then insert a bibliography as follows:</p> <ol style="list-style-type: none"> <li>Insert a page break.</li> <li>Insert a Works Cited from the Bibliography gallery.</li> </ol>	<p>The instructions were reworded so students use the built-in Works Cited option because the built-in bibliography option is not available in Mac. Students must use the built-in Works Cited option instead, which also inserts the "Works Cited" heading automatically.</p>
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18/14	<p>Move the insertion point to the left-aligned blank paragraph at the end of the document, and then use the Insert Bibliography command to insert a list of sources without a built-in heading.</p>	<p>Format the "Works Cited" heading as follows:</p> <ol style="list-style-type: none"> <li>Apply the Normal style to the heading.</li> <li>Center the heading.</li> </ol>	<p>The instructions were reworded so students format the automatically inserted "Works Cited" heading appropriately for MLA style because the built-in bibliography option is not available in Mac. Students must use the built-in Works Cited option instead, which also inserts the "WorksCited" heading automatically.</p>
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#### Illustrated Word 2019 | Module 2: End of Module Project 1

Step	WindowOS	MacOS	Note
5	<p>Insert a right-aligned header with Sanchez as the header text followed by a plain page number, and then close the Header &amp; Footer Tools. [Mac Hint: Insert a Top of page (Header) page number with Right alignment.]</p>	<p>Mac hint is given</p>	<p>In Mac, the plain page number option is not available.</p>

7	On page 2, before the period in the sentence "In addition, technology companies...competition for entertainment dollars.", insert a citation to a new source using the information shown in Figure 1. (Hint: The Tag name is intentionally blurred because it is generated automatically.) [Mac Hint: The Medium field is not available on Office for Mac. Do not enter the Medium value shown in Figure 1.]	Mac hint is given	The Medium field is not available in Mac.
9	In the same paragraph, before the period at the end of the sentence "Furthermore, customers feel...the subscription amount.", insert a citation to a new source using the information shown in Figure 2. (Hint: The Tag name is intentionally blurred because it is generated automatically.) [Mac Hint: The Medium field is not available on Office for Mac. Do not enter the Medium value shown in Figure 2.]	Mac hint is given	The Medium field is not available in Mac.
11	In the blank paragraph at the end of the document, use the Insert Bibliography command to insert a list of sources without a built-in heading. [Mac Hint: Insert a Bibliography, and then manually delete the "Bibliography" heading.]	Mac hint is given	In Mac, the bibliography needs to be inserted manually.

### Illustrated Word 2019 | Module 2: End of Module Project 2

Step	WindowOS	MacOS	Note
7	In the third body paragraph, insert a citation to the existing Bingham source before the period at the end of the sentence, "In a centralized energy system...and other devices."	Marked Not Mac Compatible.	No option is available in Mac to insert a citation placeholder.
11	Read and then delete the comment attached to the sentence "Significant progress is being made to provide electricity to the parts of the developing world that do not have it." Before the period in that sentence, insert a citation to a new source using the information shown in Figure 1. (Hint: The Tag name is intentionally blurred because it is generated automatically.)	Marked Not Mac Compatible.	No new source is available in Mac.

12	In the last body paragraph, before the period at the end of the sentence, "The rapidly falling costs...with utility customers.", insert a citation placeholder using Moyes as the name of the placeholder.	Marked Not Mac Compatible.	No option is available in Mac to insert a citation placeholder using "Moyes" as the name of the placeholder.
13	Delete the Briggs source from the Current List of sources.	Marked Not Mac Compatible.	The Briggs source is not available in Mac to perform this step as per the instruction.
15	In the blank paragraph at the end of the document, use the Insert Bibliography command to insert a list of sources without a built-in heading.	Marked Not Mac Compatible.	The Insert Bibliography command is not available in Mac.

#### Illustrated Word 2019 | Module 3: SAM Project 1a

Step	WindowOS	MacOS	Note
17(a)	Insert a Rectangle: Rounded Corners to the right of the "Submit Abstracts" shape. [Mac Hint: Rounded Rectangle]	Mac hint is given	In Mac, the shape name appears as "Rounded Rectangle."

#### Illustrated Word 2019 | Module 3: SAM Project 1b

Step	WindowOS	MacOS	Note
17(a)	Insert a Rectangle: Top Corners Rounded to the right of the "Strategy Assessment" shape. [Mac Hint: Round Same Side Corner Rectangle]	Mac hint is given	In Mac, the shape name appears as "Round Same Side Corner Rectangle."

# Illustrated Word 2019 | Modules 1-3: SAM Capstone Project 1a

STEP	WINDOWS	MACOS	NOTES
10	<p>Draw and format a text box as follows to include a quotation about online grocery shopping:</p> <ol style="list-style-type: none"> <li>Draw a text box to the right of the paragraph "While investing...realm of grocery store offerings." in the "Online Grocery Shopping" section.</li> <li>Resize the text box to a height of 1.6" and a width of 2.5".</li> <li>Position the text box using the Bottom Right with Square Text Wrapping option.</li> <li>Copy and paste the paragraph in the document Support_WD19_CS1-3a_Quotation.docx into the new text box.</li> <li>Apply the Colored Outline, Green, Accent 1 shape style to the text box.</li> <li>Apply the Offset: Center shadow from the Outer section of the Shadow Shape Effects gallery.</li> </ol>	Not Mac Compatible	Limited function-ality is available to draw a text box in Word for Mac.