Excel 1 - Week 1 Assignment Checklist

Excel, Access, HTML Discovering Computers, important info SAM exams, quizzes Hyperlinks Due dates Instructions for the first few weeks are long. As semester progresses, instructions become shorter.

Mon., August 26.	Date	Topics	✓	Assignments	Due Dates
3. Watson's Website Get to know Watson's Website. Click on all links that pertain to your class. Watson's Website is used instead of Canvas. 4. Purchase textbooks Purchase Cengage Unlimited. See syllabus, page 2, for text information. Students with financial aid may purchase Cengage Unlimited product code at OCC Bookstore. See syllabus for specific information. Best price for Cengage Unlimited is online direct from Cengage. 5. Orientation Watch the Excel <u>orientation</u> BEFORE attempting to begin Excel class. 1 tasks must be completer by Week 2 Mon., August 26. 6. Prepare your home computer Use these links to make sure your home or office computer is prepared for this class: SAM System Requirements SAM System Check Monitor Resolution SAM System Check Monity Sept. 2, 11:59pm.	begins Mon., August	Weekly checklist		 what you have completed, right click and click on Highlight Text to indicate you are finished with that item. -If using Word for this file, click on checkbox to indicate completed items. -If neither of the above works, print out the checklists to check off completed items. -Use the checklists EVERY WEEK to keep track of your completed assignments. -The only things in your Canvas class are the link to my website and the AppStream link to use for Office 365 software. (See page 2.) Otherwise, everything else is run from: Watson's Website, the class blog (Blogger), personal email, my shared Google Drive folder, and 	must be completed by Week 2, Monday, Sept. 2,
4. Purchase textbooks -See syllabus, page 2, for text information. -Students with financial aid may purchase Cengage Unlimited product code at OCC Bookstore. See syllabus for specific information. -See syllabus, page 2, for text information. -Students with financial aid may purchase Cengage Unlimited product code at OCC Bookstore. See syllabus for specific information.				-Get to know Watson's Website. Click on all links that pertain	
Week 1 -Watch the Excel orientation BEFORE attempting to begin Excel 1 tasks begins -Watch the Excel orientation BEFORE attempting to begin Excel 1 tasks Mon., 6. Prepare your Use these links to make sure your home or office computer is must be prepared for this class: - SAM System Requirements - Monitor Resolution Sept. 2, - Monitor Resolution - SAM System Check - Setting Up Your Browser 11:59pm. Golden Rule for Browsing: If something doesn't work when you are online, try another browser. Cont'd new				-See syllabus, page 2, for text information. -Students with financial aid may purchase Cengage Unlimited product code at OCC Bookstore. See syllabus for specific information. -Best price for Cengage Unlimited is online direct from	
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	Mon., August			prepared for this class: - <u>SAM System Requirements</u> - <u>Monitor Resolution</u> - <u>SAM System Check</u> - <u>Setting Up Your Browser</u> <u>Golden Rule for Browsing: If something doesn't work when you</u>	by Week 2, Monday, Sept. 2,
					Cont'd next page

	7. Check in by email	-If you haven't emailed me to check in for class, please do it now.	
Week 1 Mon., August		-Email me at <u>maryann.watson.excel@gmail.com</u> from your personal email address with the subject line, "Checking in for class".	
26, cont'd.		-Don't forget to sign the email with your OCC registered name AND the CRN# of your class.	□ All Week 1 tasks must be
	8. Join Blog		completed by Week 2,
		spam/trash if you don't see the invitation in your Inbox. -Follow instructions in the blog invitation to join the blog, where you can ask questions and get answers.	Monday, Sept. 2,
			11:59pm.
		and commentary on the blog. -I will comment back on the blog with answers to your questions and other students will be able to get answers as	
		well. -Only email me about personal things that should not be on a class blog page.	
	9. The Cloud	-Watch this short video to learn about the cloud as a new business model	
	10. Syllabus	-Read Syllabus – Your class syllabus is posted on Watson's Website. It was also sent as attachment to the Welcome email.	
	11. Do you have Office 365?	-Verify you have Microsoft Word, Excel, Access, and PowerPoint software in your version of Office 365 on your computer. (The free version of Office 365 <u>does not</u> have MS Access.)	
Week 1		-This course requires Office 365 (with MS Access) for_Windows computers. However, if your version of Office 365 does not have all of the software required for Excel, login to this class in Canvas to use <u>AppStream for Virtual Desktop</u> for Office 365 software on campus.	□ All Week 1 tasks must be
Mon. <i>,</i> August		-If you <u>borrow a computer from OCC</u> , it may be a Google Chromebook, which does not have a Windows operating	completed by Week 2, Monday,
26, cont'd.		system. -If you use a Google Chromebook computer, you will need to use <u>AppStream for Virtual Desktop</u> in Canvas for Office 365 software and Windows 10.	Sept. 2, 11:59pm.
		-If you have the free version of Office 365, it <u>does not</u> have all necessary software. You will need to use <u>AppStream for Virtual</u> <u>Desktop</u> in Canvas for Office 365 software.	
	12. What are the 'Folders'?		Cont'd next page

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			-On the <u>Folders page</u> on my website, scroll down to click on the Excel 1 link in box 3. This will display the page with folder links	
			you will use throughout the course. If you are new to	
			downloading, <u>click here</u> to learn about it.	
	13. Download		-Click Excel Module 1 folder link to download it into the	
	Excel Module 1		Downloads folder on your computer. If you are working on	
	folder, unzip,		your home or office computer, move it from the Downloads	
	and label		folder by <u>copying and pasting</u> to your USB disk or to your	
			Documents folder on the C: drive.	
Week 1			- <u>Unzip the downloaded folder</u> and rename it according to my	
Mon.,			Labeling Folders protocol (CRN# firstname lastname subject).	
August			-NOTE: Mac computers will probably unzip automatically when you download folders.	
26 <i>,</i> cont'd.			you download loiders.	
			IMPORTANT INFO ABOUT LABELING YOUR FOLDERS:	
	14. Labeling		-After unzipping the downloaded folder, you will rename the	
	your Folders		folder with your CRN# firstname lastname subject.	
			-CRN# is the section # of your class, <i>firstname lastname</i> are	
			your real first name and real last name, and <i>subject</i> is the	
			subject of the downloaded folder. -Watch " <u>Labeling Folders</u> " to learn how to label folders.	
			-watch <u>Labeling Folders</u> to learn now to laber folders.	
	15 Marshand		-Click this link to learn how to turn in your folder on Google	
	15. My shared		Drive. -A link to my shared Google Drive folder will be sent to your	Drag
	Google Drive		personal email address in the first week of class. I will also post	Excel
			the link on the class blog.	<u>Module 1</u> folder into
			-Use the link to connect to my Shared folder, "Drag Folders	shared
			Here".	Google
			-Drag the Module 1 folder into my shared Google Drive "Drag	Drive by
			Folders Here" folder.	Monday.,
			-This is how I collect your folder and how I take roll.	Sept. 2,
			-Module 1 assignments will begin next week in Week 2.	11:59pm.
			-You will <u>not</u> share your Google Drive with me.	
	16. Turn in		-Turn in your correctly labeled Module 1 folder to get credit for	
	folder		this week.	
	17. FYI: Looking		- Office 2019 and 2021	
	Ahead		- <u>Office 2021 and 2024</u>	□ All Week
				1 tasks
	18. Office hours		-Office hours will be in Zoom.	must be
	in Zoom		-Office hours are listed on Watson's Website and in the class	completed
			syllabus.	by Week 2,
	19. Other videos		VouTubo vidoos for oach shantar lasson will be listed in the	Monday,
			- YouTube videos for each chapter lesson will be listed in the weekly schedules.	Sept. 2,
			-Support videos (mostly from YouTube) will be listed in each	11:59pm.
			week's checklist. The videos support the chapter content.	
			week's encekinger me videos support the chapter content.	

	-NOTE: Weekly schedules will 'grow' shorter as the weeks go by.	
20. Blog & Email	-Post questions on <u>Blog</u> . -Check your personal email. Make sure my email (from <u>maryann.watson.excel@gmail.com</u>) does not go to your spam or trash folders.	