

Week 2
Sept. 2
cont'd.



Campus
is closed
Monday,
Sept. 2.

7. Module 1 in
Excel textbook:
Creating
Worksheet &
Chart

8. SAM
Training
(required)

9. SAM
Projects
(required)

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page...

- [Login to SAM](#) to download Module 1 textbook project, "Frangold Real Estate Budget".
- You must read the chapter for instructions. Otherwise you won't know what to do with the "Frangold..." Start file.
- Use the SAM downloaded start file, "Frangold...", to complete the steps you read in Module 1 chapter in the ebook.
- OR
- Watch this YouTube video for Module 1 textbook project. Work along in the project as you watch the video. Otherwise use the textbook written instructions to complete the project.
<https://www.youtube.com/watch?app=desktop&v=1byOvZ8MgWs>
- Save Frangold Real Estate Budget.xlsx in the Module 1 folder.
- Upload completed "Frangold..." project in SAM for grading.
- Look at the "Frangold..." graded report in SAM.
- Fix whatever may be wrong and resubmit in SAM for better score.
- You have 5 tries on projects. Only highest score counts.
- In SAM, click on SAM Training link for Excel Module 1.
- Follow instructions in training. You only need to do the 'Apply' part of training to get credit.
- If you have difficulty with a training task, use Observe to learn how SAM expects you to do the training task.
- There are 3 more SAM projects.
- Download each SAM project instruction file for Excel Module 1. Save each in Excel Module 1 folder
- Download each SAM project start file for Excel Module 1. Save each in Excel Module 1 folder.
- Follow instruction file to complete the start file.
- OR multitask by watching the videos and completing the projects using your Start files:
- Module 1 project: [New Era Medical](#)
- Module 1 project: [Diaz Marketing](#)
- Module 1 project: [Ferrante & Dahl Consultants](#) (fast forward 60 seconds)
- When finished, upload start file back into SAM for grading.
- Repeat this process for 3 projects.



SAM Module 1 textbook project due by Wed., Sept. 11. You need a SAM account this week to do the SAM assignments.



SAM training due by Wed., Sept. 11, 11:59pm.

SAM projects due by Wed., Sept. 11, 11:59pm.

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<p>Week 2 Sept. 2 cont'd.</p>  <p>Campus is closed Monday, Sept. 2.</p>	<p>10. Your grade spreadsheet</p> <p>11. Turn in folder</p> <p>12. Practice exam (not required)</p> <p>13. SAM REAL Exam</p> <p>14. FYI</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -You are allowed 5 tries on each project; so if your score is low, download graded report to see what is wrong and fix the original project file. Then re-upload for a better score. <input type="checkbox"/> -Projects are required. <input type="checkbox"/> -SAM project files are downloaded to your computer, completed in Excel, saved in the module folder, and uploaded to SAM for grading. <input type="checkbox"/> -I will be able to see all SAM assignment grades in SAM, but I want to 'collect' your SAM project files in the module folders. <input type="checkbox"/> -You will receive a spreadsheet 'template' to record your SAM grades. <input type="checkbox"/> -Fill in your SAM grades to see your current grade in the class. NOTE: SAM assignments are graded and saved in SAM. Look at your SAM Gradebook to find your grades. Then fill in the spreadsheet template. <input type="checkbox"/> -Close all files inside the module folder. <input type="checkbox"/> -Close the folder, too. <input type="checkbox"/> -Drag your folder to my shared Google Drive. <input type="checkbox"/> -There are practice exams that may be used multiple times. Practice exams are not counted as part of final grade, but they help you prepare for real exams. <input type="checkbox"/> -Complete the Excel Module 1 REAL Exam in SAM. <input type="checkbox"/> -Most Widely Used Spreadsheet Software 	<ul style="list-style-type: none"> <input type="checkbox"/> Drag Excel Module 1 folder into shared Google Drive by Wed., Sept. 11, 11:59pm. <input type="checkbox"/> SAM Module 1 REAL Exam due by Wed., Sept. 11, 11:59. 
	<p>15. Blog & email</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -Post questions on Blog. <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. 	