**Excel 1 - Week 8 Assignment Checklist**

**Excel 2019 text SAM: Exams, Training, Projects Hyperlinks Due dates Other info**

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| Date | **Topic** | ✓ | Homework Assignment Checklist | Due Dates |
| **Week 8**  **begins**  **Monday,**  **October 14.**  **Week 8**  **Monday,**  **October 14.** | **1.** [**Use checklist**](https://youtu.be/thDtf0ajU2s)  **2. SLO Assessment in SAM (required)**  **3. Final grades**  **4. FYI**  **5. Microsoft Apps in the Cloud**  **6. Enroll now for Excel 2.**  **7. MOS Certification**  **8. SAM Alumni Section**  **9. SAM after the class is over** |  | **-Use checklist to keep track of your completed work.**  **-The SLO Assessment ‘collects’ data for OCC Student Learning Outcomes, a state and federal requirement.**  **-Please strive for 100%.**  **-You may have multiple attempts on the SLO Assessment.**  **-All students must complete the Student Learning Outcome assessment in SAM. THIS COUNTS AS ONE EXAM GRADE.**  **- A draft of final grades will be sent to your personal email.**  **-Final grades will be sent after the class is over.**  **-Microsoft allows smaller versions of Office applications to be used for free. Create a OneDrive account and use Word, Excel, and PPTX without downloading or incurring cost.**  **-**[**Watch this video to learn about OneDrive**](https://support.office.com/en-us/article/What-is-OneDrive-ffd8c365-e199-41e0-9d93-1a853e4baa38?ui=en-US&rs=en-US&ad=US) **(short)**  **-**[**Create a OneDrive Account**](https://support.office.com/en-us/article/Sign-in-or-create-an-account-for-OneDrive-3adf09fd-90e3-4420-8c4e-b55e2cde40d2?ui=en-US&rs=en-US&ad=US) **(short)**  **-Excel 2 uses the same Cengage Unlimited account, so there is no additional cost for materials. Enroll now while Excel 1 topics are fresh in your mind.**  **-If class is full, I will provide add codes for continuing Excel 1 students.**  **-If you wish to pursue the Microsoft Office Specialist Certification, click here:** [**MOS - Why get certified?**](https://watsonswebsite.com/MOS%20Why%20get%20certified.pdf)  **-I recommend completing the Excel 2 course before taking Microsoft certification exams. Since there is a cost for the exams, you want to be as prepared as possible.**  **-SAM is an excellent online tool to prepare for Microsoft certification exams (MOS).**  **-There is an Excel Alumni Section in SAM to help you prepare for certification exams.**  **-You are welcome to join the Alumni Section when this class is over.**  **-There is no cost involved in using the MOS prep materials in SAM.**  **-When you purchase Cengage Unlimited, you purchase the right to use SAM after the class is over. It does not expire. The assignments in SAM will be for Excel 2019. When a new version of Excel is published, then a new SAM version will be available for purchase.** | **Reminder: Drag completed Module 6 folder into shared Google Drive folder by Wednesday, October 16, 11:59pm.**  **Reminder: SAM Module 6 Exam due by Wednesday night, October 16, 11:59pm.**  **SLO Assessment in SAM is REQUIRED by Wednesday, October 16. It counts as a REAL exam.** |
| **Le Congratulazioni. You are Excel literate!** | | | | |