



What goes in the Excel folders?

When you follow the weekly assignment checklists, you are assigned projects in SAM. Textbook projects have instructions in the ebook (textbook). Other SAM projects have instruction files you download in SAM (usually Word file downloads in SAM). When you complete each project in the weekly checklists, submit them to SAM for grading and save in the module folders.

These are the names of the files you should have in your folders when you finish each Excel chapter:

Excel Module 1:

- EX 1 - Postings.xlsx
- EX 1 - Royalties.xlsx

Excel Module 2:

- EX 2 - Tech.xlsx
- EX 2 - EngineeringServices.xlsx

Excel Module 3:

- EX 3 - Revenue.xlsx
- EX 3 - Freight.xlsx

Excel Module 4:

- EX 4 - USQuarterlyExpenses.xlsx
- EX 4 - Insurance.xlsx