

# CIS 101 SAM Offline Training

SAM Training Companion is designed to give you hands on practice with Word, and Excel without needing the software. You can also practice Windows skills. The only thing you do need is the CD you purchased. You must have it in the drive at all times during training. No installation needed!

Follow the directions in the pamphlet to get started.

1. When you see the opening screen, if you are doing Word or Excel training, choose Textbook Series, Illustrated. Under book, choose Microsoft Excel 2003 Illustrated Brief (or Word). For Windows training, choose the Shelley Cashman series. Make sure you have made the correct choice by verifying the number of training tasks: 113 for Word, 75 for Windows and 75 for Excel.
2. When you click Launch, all the tasks will be listed. It is best to do about 1 screenful of tasks at a session (18). Click each task on the screen; a checkmark will appear. Once you have selected the 18 tasks you will be doing during the session, click Launch and wait. A screen similar to the following will appear.

The screenshot shows a window titled "SAM 2003 - Prepare Section". The main content area has a blue header with the text "Use Save As to store workbooks to different locations/unique name/alternate file format". Below the header, there are two sections: "Overview" and "Thinking Critically". The "Overview" section contains text explaining the importance of saving workbooks frequently and the difference between the "Save" and "Save As" commands. The "Thinking Critically" section asks "Why would I use Save As?" and provides an example of renaming a file for a quarterly update. At the bottom of the window, there is a status bar with the name "Sally Sullivan", a "training" logo, and the text "SAM 2003 Training Companion Tasks". Below the status bar, there is a progress indicator "1 of 18 (ID#: 272)" and a description of the task. On the right side of the bottom bar, there are four buttons: "prepare", "practice", "apply", and "exit".

3. The screen gives important information you should read about the task (prepare mode).

4. When you have finished reading it, click practice and follow the prompts to practice the skill.
5. After you have practiced, click Apply. You will then do the task without help. If you do not do the task correctly, Incorrect Action will be displayed. When you complete it successfully, the message “Complete” will be displayed. You will automatically advance to the next task.
6. The fact that you have successfully completed the task will be recorded temporarily in your computer’s memory so that at the end of your current session, you can either print or save your results (record of tasks successfully completed) to a file. Be sure if you are working on campus that you save this file to your own disk for transport. **IMPORTANT:** no permanent record is made, so if you do training and fail to print out or save the results to a file at the end of your session, you will need to re-do the tasks in order to prove you did them.
7. Don’t forget your CD at the end of your session.

The SAM training represents 15% (150 points) of your grade in this course. In addition, it will prepare you for the part of the final exam in which you demonstrate competency in Windows, Word, and Excel. It will, in most cases, not be difficult, but it cannot be completed in an evening. Allow time to work on it consistently over a period of weeks. Some instructors may exempt students from some Windows or Word homework assignments from the Illustrated textbooks on Word and Excel if they demonstrate they are already competent by completing the Apply sections of most of the training tasks before lab sessions begin.

Please note here your instructor’s specific instructions about how the 150 points will be distributed, how to submit your proof of completion, and due dates.