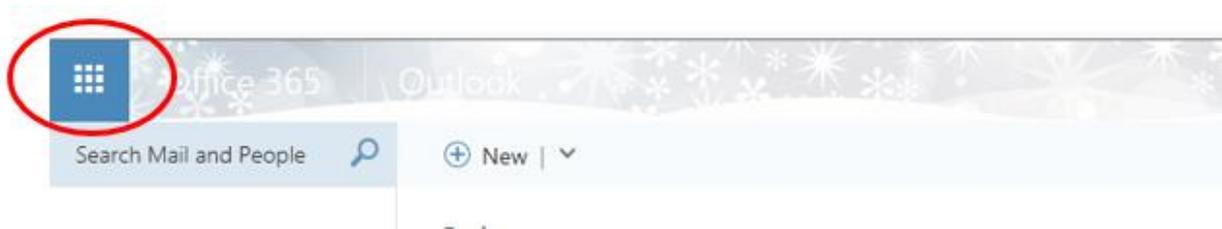


If you already own Office 2013 for Windows, you may use that. If you would like to upgrade to Office 2016 for either Mac or Windows, do the following:

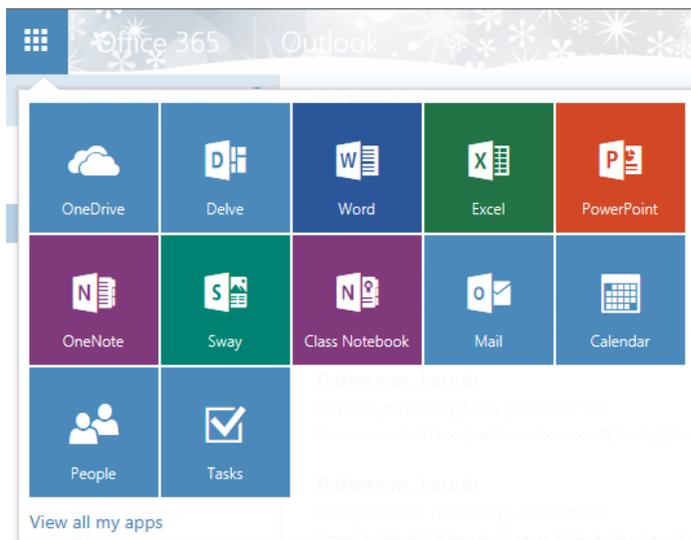
Log in to your Office 365 account the same way you do for Outlook mail:

<https://outlook.office.com/owa/?realm=uncw4.mail.onmicrosoft.com>

Click the App Launcher icon in the upper left corner:



You should then see the Apps available for you to use.

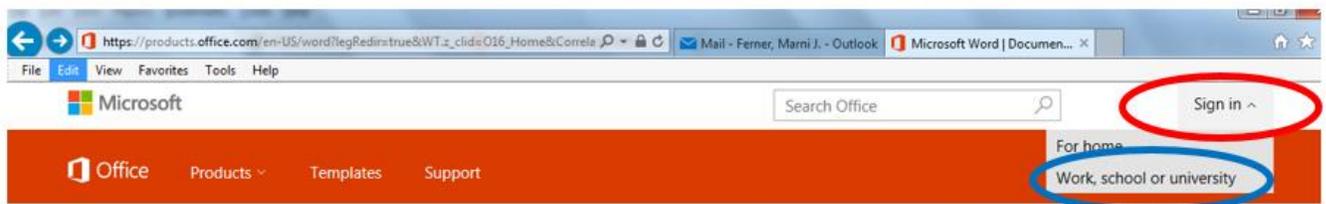


Click Word (middle of top row).

That will take you to your personal Word Online account. On the far right, in the upper corner, click **Get Word for your device** as shown below:



On the next screen (which may take several seconds to load), click **Sign in**, and choose **Work, school, or university**. This will take you to a page where you can download and install Office on your machine. IT IS NOT NECESSARY TO BUY OR USE THE FREE TRIAL.



Proceed to install Office on your machine or device as described. Note that you may need to first uninstall older versions of Office, and/or temporarily disable virus protection software.

Once you have Word, you are ready to begin your SAM Capstone Project.

A SAM Project gives you experience in the actual software. You download a starter file, and possibly a few other files to use as part of the project. You will also download a set of instructions describing what you should do to the starter file. When you are finished, you submit back into SAM for grading and get feedback in just a minute or two.

You have five attempts for each project. The idea here is to get immediate feedback, interpret any error reports, revise your work and resubmit it. Sometimes just one typo will deduct a lot of points. Don't panic. It's just part of a larger task. Review the report, revise the original document, and submit again for regrading.

PLEASE view this [YouTube video](#) about completing, submitting, and reviewing projects. It shows you how to download the graded project and see exactly what you missed so that you can revise it and resubmit:

This video contains all of the information you need, so PLEASE view it in its entirety before asking questions.

Tips for Macintosh Users

Scroll down for tips on completing capstone projects

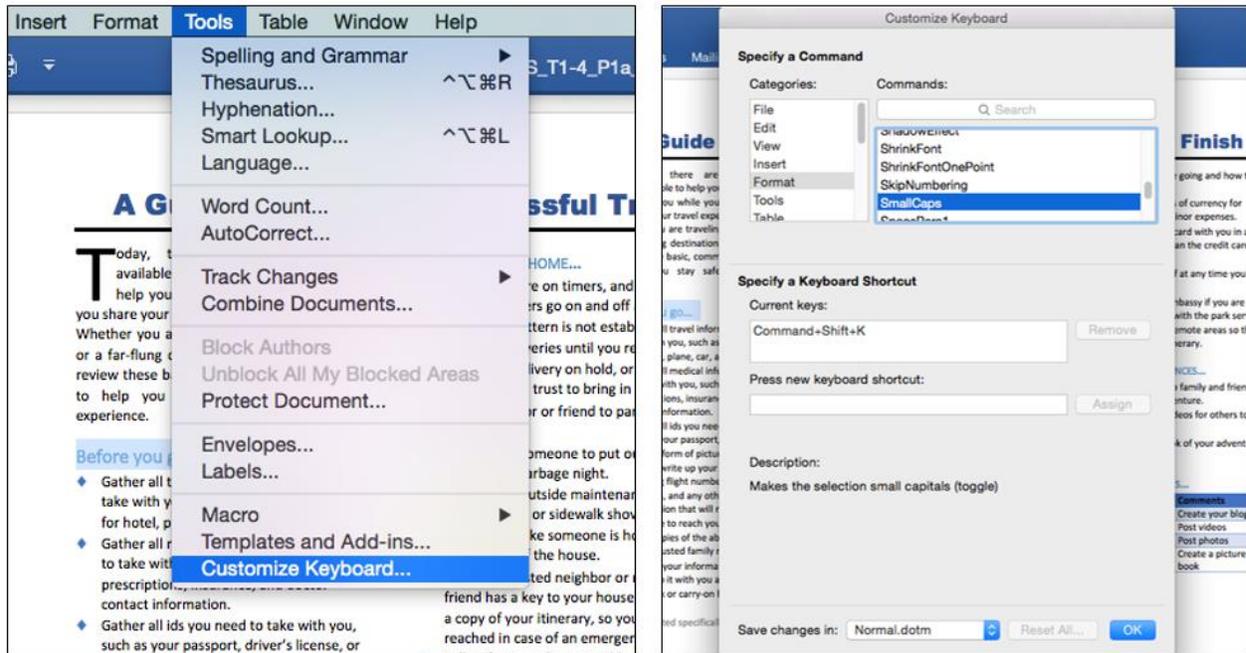
If you are using an Apple Macintosh laptop or desktop PC to access SAM 2013, the following tips will help:

- The recommended browsers are Chrome and Safari.
- If you are getting no response when pressing two keys at the same time or when pressing the RETURN key, press the TAB key to bring the focus back to the Assessment or Training window. This will not display an Incorrect message.
- When asked to press the Windows **<Ctrl>** key, do the following:
 - If you are using a Macintosh with an Apple keyboard, use the **<Command>** key instead.
 - If you are using a Macintosh using a generic USB keyboard, you will generally use the **<Ctrl>** key, though on rare occasions the **<Alt>** key will be used for the same function.
- When asked to **right-click** the mouse, do the following:
 - If you are using a single-button mouse or track pad, simultaneously press the **<Ctrl>** key and click at the same time.
 - If you are using a more recent MacBook that supports gestures, you can also touch the track pad with two fingers. Note that this needs to be activated in your **System Preferences**. Refer to <http://www.macinstruct.com/node/66> or look up what your particular computer needs.
 - If you are using a generic USB two-button mouse or track pad, use the right button as you would on Windows
- Apple keyboards do not differentiate between the **<Backspace>** and **<Delete>** keys like Windows or generic USB keyboards. When asked to use **<Backspace>**, hold the **Function (fn)** key on the keyboard while pressing the **Delete** key.

Right-clicking the trackpad works if it is configured in your System Preferences. Refer to <http://www.macinstruct.com/node/66> or look up what your particular computer needs.

Using Word 2016 on a Mac for the Word Capstone Project:

Step #7: To apply small caps, point the cursor to the top edge of the screen to display the menu. Select Tools/Customize Keyboard. From the Categories list choose Format and scroll down the list of Commands to find SmallCaps. Accept the default keyboard shortcut and press OK. Select the text to format in the document and press Command-Shift-K to apply the small caps font effect.



Step #14: Repeat the process from step 7 and accept the default Command-Shift-A for the AllCaps font effect. Then be sure to apply the effect using the keyboard shortcut in the document.

Step #25: From a Browser, go to bing.com/images to search for the image. Use copy and paste to insert the image.

Using Excel 2016 on a Mac for the Excel Capstone Project:

Step #21: Manually resize the column width to 1.96"

Using PowerPoint 2016 on a Mac for the PowerPoint Capstone Project:

Step #11: Trimming a video is not available in PPT 2016 for Mac. If you do the rest correctly, SAM will deduct 3 points for not trimming the video. Please send me an email, and I will adjust your score for that task.

Step#21: The **shadow** text effect can be applied from the Shape Format tab ->Text Options ->Text Effects. Any shadow effect may be chosen.