

# Curriculum Guide

Lesson			Skills	Approximate Completion Time (in hours)
<b>Part 1: Worksheet Basics</b>				
1.1	<b>Put It in a Safe Place</b>	<i>Exploring Places to Save Work</i>	<ul style="list-style-type: none"> <li>■ Use File Manager</li> <li>■ Create a folder</li> <li>■ Log in to OneDrive</li> <li>■ Sync to OneDrive</li> </ul>	.5
1.2	<b>Getting Started</b>	<i>Navigating Excel</i>	<ul style="list-style-type: none"> <li>■ Create a workbook</li> <li>■ Change magnification by using zoom tools</li> <li>■ Identify ribbons, tabs &amp; groups</li> <li>■ Understand Backstage View</li> <li>■ Close Excel</li> </ul>	.75
1.3	<b>Top Selling Albums</b>	<i>Creating Your First Workbook</i>	<ul style="list-style-type: none"> <li>■ Create a workbook</li> <li>■ Save a workbook to a local hard drive or network drive</li> <li>■ Close a workbook</li> </ul>	.75
1.4	<b>I Want Candy</b>	<i>Saving to OneDrive</i>	<ul style="list-style-type: none"> <li>■ Save a workbook to OneDrive</li> </ul>	.5
1.5	<b>Top Selling Albums 2</b>	<i>Retrieving and Printing a Worksheet</i>	<ul style="list-style-type: none"> <li>■ Open an existing workbook from your hard drive or network drive</li> <li>■ Revise an existing worksheet</li> <li>■ Use Save As</li> <li>■ Save workbooks in alternative file formats</li> <li>■ Preview a worksheet</li> <li>■ Print all or part of a workbook</li> </ul>	.75
1.6	<b>When I Grow Up</b>	<i>Emailing a Worksheet</i>	<ul style="list-style-type: none"> <li>■ Email a worksheet as an attachment</li> <li>■ Email from within Excel</li> </ul>	.75
1.7	<b>Cost of Living</b>	<i>Sharing a Worksheet</i>	<ul style="list-style-type: none"> <li>■ Share a workbook via OneDrive</li> <li>■ Assign collaboration permission</li> </ul>	.5
1.8	<b>Chicago Cubs Roster</b>	<i>Working with Columns, Rows, and Cells</i>	<ul style="list-style-type: none"> <li>■ Adjust column width</li> <li>■ Insert and delete columns or rows</li> <li>■ Insert and delete cells</li> <li>■ Change window views</li> </ul>	.75
1.9	<b>Cost of Living 2</b>	<i>Editing Basics</i>	<ul style="list-style-type: none"> <li>■ Open an existing document from OneDrive</li> <li>■ Cut, copy, or paste data</li> <li>■ Use Undo</li> </ul>	.75
1.10	<b>Top Instagram Accounts</b>	<i>Proofing Your Worksheet</i>	<ul style="list-style-type: none"> <li>■ Use Spellcheck</li> <li>■ Use Thesaurus</li> <li>■ Paste data by using special paste options</li> </ul>	.75
1.11	<b>Digital Community</b>	<i>Working Collaboratively</i>	<ul style="list-style-type: none"> <li>■ Edit a spreadsheet simultaneously with another user</li> </ul>	.5
1.12	<b>Tasty</b>	<i>Customizing the Quick Access Toolbar</i>	<ul style="list-style-type: none"> <li>■ Use Redo</li> <li>■ Customize the Quick Access toolbar</li> </ul>	.5
1.13	<b>When I Grow Up 2</b>	<i>Getting Help and Information</i>	<ul style="list-style-type: none"> <li>■ Use Tell Me</li> <li>■ Apply number formats</li> <li>■ Wrap text within cells</li> <li>■ Use Smart Lookup</li> <li>■ Inspect a workbook for hidden properties or personal information</li> <li>■ Modify document properties</li> </ul>	.5
<b>Part 1 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		
<b>Part 2: Formatting Data</b>				
2.1	<b>Weekly Meal Plan</b>	<i>Formatting Data</i>	<ul style="list-style-type: none"> <li>■ Apply cell formats</li> <li>■ Adjust row height and column width</li> </ul>	.75
2.2	<b>Daily Calendar</b>	<i>Enhancing Data Within a Workbook</i>	<ul style="list-style-type: none"> <li>■ Apply cell formats</li> </ul>	.75

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2.3	<b>Contact List</b>	<i>Applying Basic Data and Cell Alignment</i>	<ul style="list-style-type: none"> <li>■ Modify cell alignment</li> <li>■ Fill cells by using Flash Fill</li> </ul>	.75
2.4	<b>Cinnamon Roll Recipe</b>	<i>Applying Enhanced Alignment Tools</i>	<ul style="list-style-type: none"> <li>■ Modify cell alignment and indentation</li> <li>■ Wrap text within cells</li> <li>■ Merge cells</li> </ul>	.75
2.5	<b>Top Broadway Shows</b>	<i>Using the Format Cells Dialog Box</i>	<ul style="list-style-type: none"> <li>■ Apply cell formats</li> <li>■ Modify cell alignment</li> <li>■ Search for data within a workbook</li> <li>■ Replace data</li> </ul>	.75
2.6	<b>Fitness Class Schedule</b>	<i>Applying Conditional Formatting</i>	<ul style="list-style-type: none"> <li>■ Apply conditional formatting</li> </ul>	.75
<b>Part 2 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		
<b>Part 3: Page Layout Options</b>				
3.1	<b>Cinnamon Roll Recipe 2</b>	<i>Adjusting Page Setup</i>	<ul style="list-style-type: none"> <li>■ Modify page setup</li> <li>■ Set a print area</li> </ul>	.5
3.2	<b>State Facts</b>	<i>Scaling a Workbook</i>	<ul style="list-style-type: none"> <li>■ Set print scaling</li> </ul>	.75
3.3	<b>Skeletal System</b>	<i>Controlling What Excel Prints</i>	<ul style="list-style-type: none"> <li>■ Modify page setup</li> </ul>	.5
3.4	<b>Thrill Seekers</b>	<i>Printing Multiple Pages</i>	<ul style="list-style-type: none"> <li>■ Modify page setup</li> <li>■ Display repeating row titles on multipage worksheets</li> <li>■ Change workbook views</li> </ul>	.75
3.5	<b>College Football</b>	<i>Giving a Worksheet a Unique Style</i>	<ul style="list-style-type: none"> <li>■ Set print scaling</li> <li>■ Change workbook themes</li> </ul>	.5
<b>Part 3 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		
<b>Part 4: Working with Numbers and Formulas</b>				
4.1	<b>Bestsellers</b>	<i>Formatting Numbers</i>	<ul style="list-style-type: none"> <li>■ Fill cells by using AutoFill</li> <li>■ Clear all formatting</li> <li>■ Apply cell styles</li> <li>■ Apply number formats</li> <li>■ Display repeating column titles on multi-page worksheets</li> </ul>	.75
4.2	<b>Bestsellers 2</b>	<i>Sorting Text</i>	<ul style="list-style-type: none"> <li>■ Sort data</li> </ul>	.5
4.3	<b>Smartphone Apps</b>	<i>Sorting Numbers</i>	<ul style="list-style-type: none"> <li>■ Remove duplicate records</li> <li>■ Sort data by multiple columns</li> <li>■ Change sort order</li> </ul>	.5
4.4	<b>Paycheck Calculator</b>	<i>Using Excel as a Calculator</i>	<ul style="list-style-type: none"> <li>■ Apply number formats</li> <li>■ Use basic formulas: addition, subtraction, multiplication, and division</li> <li>■ Insert references</li> </ul>	.5
4.5	<b>Food Drive</b>	<i>Formulas Made Easy</i>	<ul style="list-style-type: none"> <li>■ Fill cells by using AutoFill</li> <li>■ Paste data by using special paste options</li> </ul>	.75
4.6	<b>Student Grades</b>	<i>Commonly Used Formulas</i>	<ul style="list-style-type: none"> <li>■ Use AutoSum</li> <li>■ Perform calculations by using the SUM function</li> <li>■ Perform calculations by using the AVERAGE function</li> <li>■ Perform calculations by using MIN and MAX functions</li> </ul>	.75
4.7	<b>Semester Grades</b>	<i>Auditing Formulas</i>	<ul style="list-style-type: none"> <li>■ Use multi-math formulas</li> <li>■ Display formulas</li> </ul>	.75
4.8	<b>Add/Drop Period</b>	<i>Formatting Date and Time</i>	<ul style="list-style-type: none"> <li>■ Apply date and time number formats</li> </ul>	.75

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Lesson			Skills	Approximate Completion Time (in hours)
4.9	Magazine Sales	<i>Working with Named Ranges</i>	<ul style="list-style-type: none"> <li>■ Insert references</li> <li>■ Name ranges</li> <li>■ Navigate to a named range</li> </ul>	1
4.10	Student Information	<i>Cleaning Up Your Data</i>	<ul style="list-style-type: none"> <li>■ Format text by using RIGHT, LEFT, and MID functions</li> <li>■ Format text by using UPPER, LOWER, and PROPER functions</li> <li>■ Format text by using the CONCATENATE function</li> </ul>	.75
4.11	Hobby Survey	<i>Summarizing and Tallying Data</i>	<ul style="list-style-type: none"> <li>■ Perform logical operations by using the IF function</li> <li>■ Perform calculations by using the COUNT function</li> <li>■ Perform logical operations by using the SUMIF function</li> <li>■ Perform logical operations by using the AVERAGEIF function</li> <li>■ Perform statistical operations by using the COUNTIF function</li> <li>■ Hide or unhide columns and rows</li> </ul>	.75
4.12	Lunch Orders	<i>Grouping and Outlining Data</i>	<ul style="list-style-type: none"> <li>■ Insert subtotals</li> <li>■ Outline data</li> <li>■ Group and ungroup data</li> </ul>	.75
4.13	Hobby Survey 2	<i>Using Worksheet Views</i>	<ul style="list-style-type: none"> <li>■ Hide or unhide columns and rows</li> <li>■ Change window views</li> <li>■ Navigate to a named cell</li> <li>■ Insert hyperlinks</li> </ul>	.75
<b>Part 4 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		
<b>Part 5: Working with Shapes and Elements</b>				
5.1	Dream Car	<i>Working with Tables</i>	<ul style="list-style-type: none"> <li>■ Create an Excel table from a cell range</li> <li>■ Remove duplicate records</li> <li>■ Add table rows and columns</li> <li>■ Configure table style options</li> <li>■ Insert total rows</li> <li>■ Apply styles to tables</li> <li>■ Sort data</li> </ul>	.5
5.2	Contact List 2	<i>Working with Illustrations</i>	<ul style="list-style-type: none"> <li>■ Filter records</li> <li>■ Insert images</li> <li>■ Insert shapes</li> <li>■ Modify object properties</li> <li>■ Inspect a workbook for accessibility issues</li> <li>■ Add alternative text to objects for accessibility</li> </ul>	.5
5.3	Business Schools	<i>Working with Hyperlinks</i>	<ul style="list-style-type: none"> <li>■ Insert and remove hyperlinks</li> </ul>	.5
5.4	Food Drive 2	<i>Using Multiple Worksheets</i>	<ul style="list-style-type: none"> <li>■ Add a worksheet to an existing workbook</li> <li>■ Rename a worksheet</li> <li>■ Change worksheet order</li> <li>■ Change worksheet tab color</li> <li>■ Copy and move a worksheet</li> <li>■ Hide or unhide columns and rows</li> <li>■ Hide or unhide worksheets</li> <li>■ Print all of a workbook</li> </ul>	.5
5.5	Sales Invoice	<i>Adding Text Elements</i>	<ul style="list-style-type: none"> <li>■ Insert headers and footers</li> <li>■ Insert a signature line</li> <li>■ Insert text boxes</li> <li>■ Insert WordArt</li> <li>■ Modify object properties</li> </ul>	.75
5.6	Daily Planner	<i>Using Symbols and Icons</i>	<ul style="list-style-type: none"> <li>■ Insert icons</li> <li>■ Format cells by using Format Painter</li> <li>■ Insert the Current Date function</li> <li>■ Insert symbols</li> </ul>	.75
5.7	Personal Budget	<i>Importing a Text File</i>	<ul style="list-style-type: none"> <li>■ Import data from a delimited text file</li> <li>■ Remove duplicate records</li> <li>■ Sort data by multiple columns</li> <li>■ Change sort order</li> <li>■ Convert a table to a cell range</li> </ul>	.5

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Lesson		Skills	Approximate Completion Time (in hours)	
<b>5.8</b>	<b>Personal Budget 2</b>	<i>Working with PivotTables</i>	■ Create PivotTables ■ Refresh PivotTables	.5
<b>5.9</b>	<b>Food Drive 3</b>	<i>Using Information Across Worksheets and Workbooks</i>	■ Copy and move a worksheet between workbooks ■ Change window views ■ Insert references across worksheets	.75
<b>Part 5 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		
<b>Part 6: Working with Charts and Graphs</b>				
<b>6.1</b>	<b>Spring Colors</b>	<i>Creating a Pie Chart &amp; a Sunburst Chart</i>	■ Create a new chart - pie and sunburst ■ Add and modify chart elements ■ Move charts to a chart sheet ■ Inspect a workbook for compatibility issues	.75
<b>6.2</b>	<b>Most Watched Videos</b>	<i>Creating a Column Chart &amp; a Treemap Chart</i>	■ Create a new chart - column and treemap ■ Apply chart layouts and styles ■ Add and modify chart elements ■ Print part of a workbook - chart	.75
<b>6.3</b>	<b>Olympic Results</b>	<i>Creating a Line Chart &amp; a Map Chart</i>	■ Create a new chart - line and map	.75
<b>6.4</b>	<b>Superhero Stats</b>	<i>Creating a Bar Chart</i>	■ Create a new chart - bar ■ Resize charts	.75
<b>6.5</b>	<b>Tech Device Ownership</b>	<i>Creating a Sparkline Chart</i>	■ Insert sparklines ■ Analyze data by using Quick Analysis	.5
<b>6.6</b>	<b>Student Enrollment</b>	<i>Forecasting Data</i>	■ Create a forecast worksheet	.5
<b>6.7</b>	<b>Superhero Stats 2</b>	<i>Updating Existing Charts</i>	■ Add additional data series ■ Change the chart type ■ Switch between rows and columns in source data	.75
<b>6.8</b>	<b>My Monthly College Budget</b>	<i>Using a Template</i>	■ Create a workbook - template	.75
<b>Part 6 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		
<b>Part 7: Sharing and Working Collaboratively</b>				
<b>7.1</b>	<b>Weekly Spending</b>	<i>Managing Shared Files</i>	■ Assign collaboration permission ■ Copy and move shared files	.75
<b>7.2</b>	<b>Household Chores</b>	<i>Managing Revisions</i>	■ Edit spreadsheets with Excel Online ■ Review version history	.75
<b>7.3</b>	<b>Homework</b>	<i>Using Comments While Collaborating</i>	■ Collaborate simultaneously ■ Use comments ■ Hide comments	.75
<b>Part 7 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		
<b>Total Completion Time: 38 hrs.</b>				
<b>MOS Practice Tests</b>		MOS Practice Tests are located with the Instructor Resources.		