Curriculum Guide

Lesson		New Skills
Unit 1: Worksheet Basics		
1.1 **Getting Started**	*Navigating Excel*	Opening a Blank Workbook ▪ Identifying Ribbons, Tabs, & Groups ▪ Identifying the Name Box ▪ Understanding Backstage View ▪ Identifying Rows, Columns, & Cell Addresses ▪ Using the Zoom Adjustment Tool ▪ Closing Excel
1.2 **American Top 40 Music**	*Creating Your First Workbook*	Creating a Blank Workbook ▪ Saving a Worksheet ▪ Closing a Worksheet
1.3 **American Top 40 Music 2**	*Retrieving and Printing a Worksheet*	Opening an Existing Workbook ▪ Revising an Existing Worksheet ▪ Using Save As ▪ Previewing and Printing a Worksheet
1.4 **Boston Bruins Roster**	*Working with Columns and Rows*	Resizing Rows and Columns Manually ▪ Inserting Rows and Columns ▪ Deleting Rows and Columns
1.5 **Boston Bruins Roster 2**	*Editing Basics*	Using Cut ▪ Using Copy ▪ Using Paste ▪ Using Undo & Redo ▪ Selecting Text
1.6 **Top Twitter Accounts**	*Proofing Your Worksheet*	Using Spellcheck ▪ Using the Thesaurus
Unit 1 Assessments	Performance and Written Assessments are located on the Instructor's Resource CD.	
Unit 2: Formatting Data		
2.1 **Multiplication Tables**	*Formatting Data*	Changing Font ▪ Changing Font Size ▪ Changing Font Color ▪ Applying Bold, Italic, and Underline ▪ Formatting Row Height and Column Width
2.2 **Calendar**	*Enhancing Data within a Workbook*	Adding Borders ▪ Applying Fill Color ▪ Increasing Font Size ▪ Decreasing Font Size
2.3 **Address Book**	*Applying Basic Data and Cell Alignment*	Applying Horizontal Cell Alignment ▪ Applying Vertical Cell Alignment
2.4 **Pizza Recipe**	*Applying Enhanced Alignment Tools*	Using the Orientation Alignment Tool ▪ Increasing Indent ▪ Decreasing Indent ▪ Using Wrap Text ▪ Using Merge and Center
2.5 **Best Netflix TV Series**	*Formatting Cells*	Using the Format Cells Dialog Box
Unit 2 Assessments	Performance and Written Assessments are located on the Instructor's Resource CD.	
Unit 3: Page Layout Options		
3.1 **Pizza Recipe 2**	*Adjusting Page Setup*	Changing Margins ▪ Changing Page Orientation ▪ Setting Print Area
3.2 **Roller Coasters**	*Reinforcement Lesson*	There are no new skills being introduced in this lesson.
3.3 **The 50 States**	*Scaling a Workbook*	Changing Page Width ▪ Changing Page Height ▪ Changing Page Scale
3.4 **Top Online Shopping Sites**	*Controlling What Excel Prints*	Printing Gridlines ▪ Printing Row & Column Headings
Unit 3 Assessments	Performance and Written Assessments are located on the Instructor's Resource CD.	

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Unit 4: Working with Numbers and Formulas			
4.1	**Top Grossing Movies**	*Formatting Numbers*	Applying Accounting Number Format ▪ Applying Percent Style ▪ Applying Comma Style ▪ Applying Increase/Decrease Decimal ▪ Clearing All Formatting
4.2	**Top Grossing Movies 2**	*Sorting Text*	Sorting Text
4.3	**Best Selling PlayStation 4 Games**	*Sorting Numbers*	Sorting Data
4.4	**Budget**	*Using Excel as a Calculator*	Using Basic Formulas: Addition, Subtraction, Multiplication, and Division
4.5	**Math Quiz Grades**	*Formulas Made Easy*	Using Auto Fill ▪ Using Copy Formulas ▪ Using Paste Formulas
4.6	**SAT Scores**	*Commonly Used Formulas*	Using AutoSum ▪ Using Sum ▪ Using Average ▪ Using Minimum ▪ Using Maximum
4.7	**Gradebook**	*Auditing Formulas*	Showing Formulas
4.8	**Final Exam Schedule**	*Auto Formatting Date and Time*	Formatting Date ▪ Formatting Time
Unit 4 Assessments		Performance and Written Assessments are located on the Instructor's Resource CD.	
Unit 5: Working with Shapes and Elements			
5.1	**Buying a Car**	*Working with Tables*	Inserting a Table
5.2	**Buying a Car 2**	*Working with Illustrations*	Inserting Online Pictures ▪ Inserting Shapes ▪ Inserting SmartArt
5.3	**Top Liberal Arts Colleges**	*Working with Hyperlinks*	Adding Hyperlinks
5.4	**Gradebook 2**	*Using Multiple Worksheets*	Renaming Worksheets ▪ Adding Worksheets ▪ Printing Multiple Worksheets
5.5	**Purchase Order**	*Adding Text Elements*	Inserting a Text Box ▪ Inserting a Header & Footer ▪ Using WordArt ▪ Inserting a Signature Line
5.6	**Flash Cards**	*Using Symbols*	Inserting Symbols ▪ Using Paste Options
Unit 5 Assessments		Performance and Written Assessments are located on the Instructor's Resource CD.	
Unit 6: Working with Charts and Graphs			
6.1	**Skittles**	*Creating a Pie Chart*	Inserting a Pie Chart ▪ Formatting a Pie Chart
6.2	**Best Selling Albums**	*Creating a Column Chart*	Inserting a Column Chart ▪ Formatting a Column Chart
6.3	**Winter Olympic Games**	*Creating a Line Chart*	Inserting a Line Chart ▪ Formatting a Line Chart
6.4	**Snowiest Cities**	*Creating a Bar Chart*	Inserting a Bar Chart ▪ Formatting a Bar Chart
6.5	**NBA Results**	*Creating a Win/Loss Sparkline*	Inserting a Win/Loss Sparkline
Unit 6 Assessments		Performance and Written Assessments are located on the Instructor's Resource CD.	