

Curriculum Guide

Lesson			Skills	Approximate Completion Time (in hours)
Part 1: Worksheet Basics				
1.1	Put It in a Safe Place	<i>Exploring Places to Save Work</i>	■ Use File Manager ■ Create a folder ■ Log in to OneDrive ■ Sync to OneDrive	.5
1.2	Getting Started	<i>Navigating Excel</i>	■ Create a workbook ■ Change magnification by using zoom tools ■ Identify tabs and groups ■ Understand Backstage View ■ Close Excel	.75
1.3	Top Selling Albums	<i>Creating Your First Workbook</i>	■ Create a workbook ■ Save a workbook to a local hard drive or network drive ■ Close a workbook	.75
1.4	Top Selling Albums 2	<i>Retrieving and Printing a Worksheet</i>	■ Open an existing workbook from your hard drive or network drive ■ Revise an existing worksheet ■ Use Save As ■ Save workbooks in alternative file formats ■ Preview a worksheet ■ Print all or part of a workbook	.75
1.5	When I Grow Up	<i>Emailing a Worksheet</i>	■ Email a worksheet as an attachment ■ Email from within Excel	.75
1.6	Chicago Cubs Roster	<i>Working with Columns, Rows, and Cells</i>	■ Adjust row height and column width ■ Insert and delete multiple columns or rows ■ Insert and delete cells ■ Freeze worksheet rows and columns	.75
1.7	Cost of Living	<i>Editing Basics</i>	■ Cut, copy, and paste data ■ Use Undo	.5
1.8	Top Instagram Accounts	<i>Proofing Your Worksheet</i>	■ Use Spellcheck ■ Use Thesaurus ■ Paste data by using special paste options	.75
1.9	Tasty	<i>Customizing the Quick Access Toolbar</i>	■ Use Redo ■ Customize the Quick Access toolbar	.5
1.10	When I Grow Up 2	<i>Getting Help and Information</i>	■ Use Search ■ Apply number formats ■ Wrap text within cells ■ Use Smart Lookup ■ Inspect workbooks for issues - hidden properties ■ Modify basic workbook properties	.5
Part 1 Skills Mastery		Skills Mastery Quizzes are located with the Instructor Resources.		
Part 2: Formatting Data				
2.1	Weekly Meal Plan	<i>Formatting Data</i>	■ Apply cell formats ■ Adjust row height and column width	.75
2.2	Daily Calendar	<i>Enhancing Data within a Workbook</i>	■ Apply cell formats	.75
2.3	Contact List	<i>Applying Basic Data and Cell Alignment</i>	■ Modify cell alignment ■ Fill cells by using Flash Fill	.75
2.4	Cinnamon Roll Recipe	<i>Applying Enhanced Alignment Tools</i>	■ Modify cell alignment, orientation, and indentation ■ Wrap text within cells ■ Merge cells	.75

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2.5	Top Broadway Shows	<i>Using the Format Cells Dialog Box</i>	<ul style="list-style-type: none"> ■ Apply cell formats from the Format Cells dialog box ■ Modify cell alignment and orientation ■ Search for data within a workbook ■ Replace data 	.75
2.6	Fitness Class Schedule	<i>Applying Conditional Formatting</i>	<ul style="list-style-type: none"> ■ Apply built-in conditional formatting 	.75
Part 2 Skills Mastery		Skills Mastery Quizzes are located with the Instructor Resources.		
Part 3: Page Layout Options				
3.1	Cinnamon Roll Recipe 2	<i>Adjusting Page Setup</i>	<ul style="list-style-type: none"> ■ Modify page setup ■ Set a print area 	.5
3.2	State Facts	<i>Scaling a Workbook</i>	<ul style="list-style-type: none"> ■ Set page scaling 	.75
3.3	Skeletal System	<i>Controlling What Excel Prints</i>	<ul style="list-style-type: none"> ■ Modify page setup 	.5
3.4	Thrill Seekers	<i>Printing Multiple Pages</i>	<ul style="list-style-type: none"> ■ Modify page setup ■ Display repeating row titles on multipage worksheets ■ Display and modify workbook content in different views 	.75
3.5	College Football	<i>Giving a Worksheet a Unique Style</i>	<ul style="list-style-type: none"> ■ Set page scaling ■ Change workbook themes 	.5
Part 3 Skills Mastery		Skills Mastery Quizzes are located with the Instructor Resources.		
Part 4: Working with Numbers and Formulas				
4.1	Bestsellers	<i>Formatting Numbers</i>	<ul style="list-style-type: none"> ■ Fill cells by using Auto Fill ■ Clear cell formatting ■ Apply cell styles ■ Apply number formats ■ Display repeating column titles on multipage worksheets 	.75
4.2	Bestsellers 2	<i>Sorting Text</i>	<ul style="list-style-type: none"> ■ Sort data 	.5
4.3	Smartphone Apps	<i>Sorting Numbers</i>	<ul style="list-style-type: none"> ■ Remove duplicate records ■ Sort data by multiple columns 	.5
4.4	Paycheck Calculator	<i>Using Excel as a Calculator</i>	<ul style="list-style-type: none"> ■ Apply number formats ■ Use basic formulas: addition, subtraction, multiplication, and division ■ Insert relative references 	.5
4.5	Food Drive	<i>Formulas Made Easy</i>	<ul style="list-style-type: none"> ■ Fill cells by using Auto Fill ■ Paste data by using special paste options 	.75
4.6	Student Grades	<i>Commonly Used Formulas</i>	<ul style="list-style-type: none"> ■ Use AutoSum ■ Perform calculations by using AVERAGE(), MAX(), MIN(), and SUM() functions 	.75
4.7	Semester Grades	<i>Auditing Formulas</i>	<ul style="list-style-type: none"> ■ Use multi-math formulas ■ Display formulas 	.75
4.8	Add/Drop Period	<i>Formatting Date and Time</i>	<ul style="list-style-type: none"> ■ Apply number formats 	.75
4.9	Magazine Sales	<i>Working with Named Ranges</i>	<ul style="list-style-type: none"> ■ Insert relative, absolute, and mixed references ■ Define a named range ■ Navigate to named cells or ranges ■ Reference named ranges in formulas 	1

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4.10	Student Information	<i>Formatting Text with Functions</i>	<ul style="list-style-type: none"> ■ Format text by using RIGHT(), LEFT(), and MID() functions ■ Format text by using UPPER() and LOWER() functions ■ Format text by using the CONCAT() function ■ Format text by using the PROPER() function 	.75
4.11	Hobby Survey	<i>Summarizing and Tallying Data</i>	<ul style="list-style-type: none"> ■ Perform conditional operations using the IF() function ■ Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions ■ Perform logical operations using the SUMIF(), AVERAGEIF(), and COUNTIF() functions ■ Hide or unhide columns and rows 	.75
4.12	Lunch Orders	<i>Grouping and Outlining Data</i>	<ul style="list-style-type: none"> ■ Insert subtotals ■ Outline data ■ Group and ungroup data 	.75
4.13	Hobby Survey 2	<i>Using Worksheet Views</i>	<ul style="list-style-type: none"> ■ Hide or unhide columns and rows ■ Change window views ■ Navigate to named cells ■ Insert hyperlinks 	.75
4.14	Soccer Referee Info	<i>Combining Text with Functions</i>	<ul style="list-style-type: none"> ■ Format text by using the LEN() function ■ Format text by using the TEXTJOIN() function ■ Use the SEARCH() function ■ Combine multiple functions 	1
Part 4 Skills Mastery		Skills Mastery Quizzes are located with the Instructor Resources.		
Part 5: Working with Shapes and Elements				
5.1	Dream Car	<i>Working with Tables</i>	<ul style="list-style-type: none"> ■ Create Excel tables from cell ranges ■ Remove duplicate records from tables ■ Add table rows and columns ■ Configure table style options ■ Insert and configure total rows ■ Apply table styles ■ Sort data 	.5
5.2	Contact List 2	<i>Working with Illustrations</i>	<ul style="list-style-type: none"> ■ Filter records ■ Insert images and shapes ■ Inspect workbooks for issues - accessibility ■ Add alternative text to objects for accessibility 	.5
5.3	Business Schools	<i>Working with Hyperlinks</i>	<ul style="list-style-type: none"> ■ Insert and remove hyperlinks 	.5
5.4	Food Drive 2	<i>Using Multiple Worksheets</i>	<ul style="list-style-type: none"> ■ Add a worksheet to an existing workbook ■ Rename a worksheet ■ Change worksheet order ■ Change worksheet tab color ■ Copy and move a worksheet ■ Hide or unhide columns and rows ■ Hide or unhide worksheets ■ Configure print settings 	.5
5.5	Sales Invoice	<i>Adding Text Elements</i>	<ul style="list-style-type: none"> ■ Customize headers and footers ■ Insert a signature line ■ Insert text boxes ■ Insert WordArt ■ Apply text effects 	.75
5.6	Daily Planner	<i>Using Symbols and Icons</i>	<ul style="list-style-type: none"> ■ Insert icons ■ Format cells by using Format Painter ■ Use the TODAY() function ■ Insert symbols 	.75

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5.7	Personal Budget	<i>Importing a Text File</i>	<ul style="list-style-type: none"> ■ Import data from .txt files ■ Sort data by multiple columns ■ Change sort order ■ Convert tables to cell ranges 	.5
5.8	Personal Budget 2	<i>Working with PivotTables</i>	<ul style="list-style-type: none"> ■ Create PivotTables ■ Refresh PivotTables 	.5
5.9	Food Drive 3	<i>Using Information Across Worksheets and Workbooks</i>	<ul style="list-style-type: none"> ■ Copy and move a worksheet between workbooks ■ Change window views ■ Insert references across worksheets ■ Unmerge cells 	.75
5.10	Clothing Store Inventory	<i>Working with Table References</i>	<ul style="list-style-type: none"> ■ Import data from .csv files ■ Insert and delete multiple columns or rows ■ Insert and delete cells ■ Navigate to named workbook elements ■ Name a table ■ Reference named tables in formulas 	.75
5.11	Ice Cream Shop Revenue	<i>Modifying Tables</i>	<ul style="list-style-type: none"> ■ Remove conditional formatting ■ Add or remove table rows and columns ■ Insert and configure total rows 	.75
Part 5 Skills Mastery		Skills Mastery Quizzes are located with the Instructor Resources.		
Part 6: Working with Charts and Graphs				
6.1	Spring Colors	<i>Creating a Pie Chart & a Sunburst Chart</i>	<ul style="list-style-type: none"> ■ Create charts - pie and sunburst ■ Add and modify chart elements ■ Create chart sheets ■ Inspect workbooks for issues - compatibility 	.75
6.2	Most Watched Videos	<i>Creating a Column Chart & a Treemap Chart</i>	<ul style="list-style-type: none"> ■ Create charts - column and treemap ■ Apply chart layouts ■ Apply chart styles ■ Add and modify chart elements ■ Configure print settings 	.75
6.3	Olympic Results	<i>Creating a Line Chart & a Map Chart</i>	<ul style="list-style-type: none"> ■ Create charts - line and map 	.75
6.4	Superhero Stats	<i>Creating a Bar Chart</i>	<ul style="list-style-type: none"> ■ Create charts - bar ■ Resize charts 	.75
6.5	Tech Device Ownership	<i>Creating a Sparkline Chart</i>	<ul style="list-style-type: none"> ■ Insert Sparklines ■ Analyze data by using Quick Analysis 	.5
6.6	Student Enrollment	<i>Forecasting Data</i>	<ul style="list-style-type: none"> ■ Create a forecast worksheet 	.5
6.7	Superhero Stats 2	<i>Updating Existing Charts</i>	<ul style="list-style-type: none"> ■ Add data series to charts ■ Change the chart type ■ Switch between rows and columns in source data ■ Add alternative text to charts for accessibility 	.75
6.8	My Check Register	<i>Using a Template</i>	<ul style="list-style-type: none"> ■ Create a workbook from a template 	.5
Part 6 Skills Mastery		Skills Mastery Quizzes are located with the Instructor Resources.		

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Part 7: Sharing and Working Collaboratively				
7.1	Roommate Expense Tracking	<i>Communicating within Spreadsheets</i>	<ul style="list-style-type: none"> ■ Add and delete comments ■ Review and reply to comments ■ Add and delete notes ■ Print showing comments and notes 	.75
7.2	Weekly Spending	<i>Sharing Files</i>	<ul style="list-style-type: none"> ■ Save a spreadsheet to OneDrive ■ Share a spreadsheet ■ Assign collaboration permission ■ Move OneDrive files 	.75
7.3	Household Chores	<i>Managing Revisions</i>	<ul style="list-style-type: none"> ■ Create a new spreadsheet with Excel Online ■ Edit spreadsheets with Excel Online ■ Review version history 	.75
7.4	Homework	<i>Using Comments While Collaborating</i>	<ul style="list-style-type: none"> ■ Collaborate simultaneously ■ Add and manage comments in Excel Online 	.75
7.5	Ticket Sales	<i>Working with AutoSave</i>	<ul style="list-style-type: none"> ■ Using AutoSave ■ Using Save a Copy ■ Using Version History 	.75
Part 7 Skills Mastery		Skills Mastery Quizzes are located with the Instructor Resources.		
				Total Completion Time: 39 hrs.