

Lesson	Skills (• Foundational Skills / • Certified Skills)	Approximate Completion Time (In Minutes)	
		Key Content	Preload Content
Unit 1: Worksheet Basics			
1.1 Creating Your First Workbook <i>Top Selling Albums</i>	<ul style="list-style-type: none"> • Save a workbook to a local hard drive or network drive • Close a workbook • Create a workbook 	35-50	35-50
1.2 Printing a Worksheet <i>Top Selling Albums 2</i>	<ul style="list-style-type: none"> • Open an existing workbook from your hard drive or network drive • Revise an existing worksheet • Use Save As • Preview a worksheet • Save workbooks in alternative file formats • Print all or part of a workbook 	35-50	35-50
1.3 Working with Columns, Rows, and Cells <i>Chicago Cubs Roster</i>	<ul style="list-style-type: none"> • Adjust column width • Insert and delete columns or rows • Insert and delete cells • Change window views 	40-55	20-35
1.4 Editing Basics <i>Cost of Living</i>	<ul style="list-style-type: none"> • Use Undo • Cut, copy, or paste data 	35-50	25-40
1.5 Proofing Your Worksheet <i>Top Instagram Accounts</i>	<ul style="list-style-type: none"> • Use Spellcheck • Use Thesaurus • Paste data by using special paste options 	45-60	35-50
1.6 Customizing the Quick Access Toolbar <i>Tasty</i>	<ul style="list-style-type: none"> • Use Undo • Cut, copy, or paste data 	35-50	25-40
1.7 Getting Help and Information <i>When I Grow Up</i>	<ul style="list-style-type: none"> • Use Tell Me • Use Smart Lookup • Apply number formats • Wrap text within cells • Inspect a workbook for hidden properties or personal information • Modify document properties 	40-55	35-50
Unit 1 Skills Mastery	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>		

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Unit 2: Formatting Data			
2.1 Formatting Data <i>Weekly Meal Plan</i>	<ul style="list-style-type: none"> • Apply cell formats • Adjust row height and column width 	45-60	30-45
2.2 Enhancing Data Within a Workbook <i>Daily Calendar</i>	<ul style="list-style-type: none"> • Apply cell formats 	35-50	25-40
2.3 Applying Basic Data and Cell Alignment <i>Contact List</i>	<ul style="list-style-type: none"> • Modify cell alignment • Fill cells by using Flash Fill 	45-60	20-35
2.4 Applying Enhanced Alignment Tools <i>Cinnamon Roll Recipe</i>	<ul style="list-style-type: none"> • Wrap text within cells • Modify cell alignment and indentation • Merge cells 	45-60	20-35
2.5 Using the Format Cells Dialog Box <i>Top Broadway Shows</i>	<ul style="list-style-type: none"> • Apply cell formats • Modify cell alignment • Search for data within a workbook • Replace data 	40-55	30-45
2.6 Applying Conditional Formatting <i>Fitness Class Schedule</i>	<ul style="list-style-type: none"> • Apply conditional formatting 	35-50	25-40
Unit 2 Skills Mastery	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>		
Unit 3: Page Layout Options			
3.1 Adjusting Page Setup <i>Cinnamon Roll Recipe 2</i>	<ul style="list-style-type: none"> • Modify page setup • Set a print area 	20-35	20-35
3.2 Scaling a Workbook <i>State Facts</i>	<ul style="list-style-type: none"> • Set print scaling 	45-60	20-35
3.3 Controlling What Excel Prints <i>Skeletal System</i>	<ul style="list-style-type: none"> • Modify page setup 	25-40	20-35
3.4 Printing Multiple Pages <i>Thrill Seekers</i>	<ul style="list-style-type: none"> • Modify page setup • Display repeating row titles on multipage worksheets • Change workbook views 	40-55	25-40
3.5 Giving a Worksheet a Unique Style <i>College Football</i>	<ul style="list-style-type: none"> • Set print scaling • Change workbook themes 	35-50	20-35
Unit 3 Skills Mastery	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>		

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Unit 4: Working with Numbers and Formulas			
4.1 Formatting Numbers <i>Bestsellers</i>	<ul style="list-style-type: none"> • Clear all formatting • Apply number formats • Fill cells by using AutoFill • Apply cell styles • Display repeating column titles on multi-page worksheets 	55-70	40-55
4.2 Sorting Text <i>Bestsellers 2</i>	<ul style="list-style-type: none"> • Sort data 	20-35	20-35
4.3 Sorting Numbers <i>Smartphone Apps</i>	<ul style="list-style-type: none"> • Remove duplicate records • Sort data by multiple columns • Change sort order 	45-60	30-45
4.4 Using Excel as a Calculator <i>Paycheck Calculator</i>	<ul style="list-style-type: none"> • Use basic formulas: addition, subtraction, multiplication, and division • Apply number formats • Insert references 	55-70	40-55
4.5 Formulas Made Easy <i>Food Drive</i>	<ul style="list-style-type: none"> • Paste data by using special paste options • Fill cells by using AutoFill 	50-65	35-50
4.6 Commonly Used Formulas <i>Student Grades</i>	<ul style="list-style-type: none"> • Use AutoSum • Perform calculations by using the SUM function • Perform calculations by using the AVERAGE function • Perform calculations by using MIN and MAX functions 	45-60	35-50
4.7 Auditing Formulas <i>Semester Grades</i>	<ul style="list-style-type: none"> • Use multi-math formulas • Display formulas 	45-60	35-50
4.8 Formatting Date and Time <i>Add/Drop Period</i>	<ul style="list-style-type: none"> • Apply date and time number formats 	35-50	20-35
4.9 Working with Named Ranges <i>Magazine Sales</i>	<ul style="list-style-type: none"> • Name ranges • Insert references • Navigate to a named range 	60-75	40-55
4.10 Cleaning Up Your Data <i>Student Information</i>	<ul style="list-style-type: none"> • Format text by using RIGHT, LEFT, and MID functions • Format text by using UPPER, LOWER, and PROPER functions • Format text by using the CONCATENATE function 	N/A	45-60

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4.11 Summarizing and Tallying Data <i>Hobby Survey</i>	<ul style="list-style-type: none"> • Perform logical operations by using the IF function • Perform calculations by using the COUNT function • Perform logical operations by using the SUMIF function • Perform logical operations by using the AVERAGEIF function • Perform statistical operations by using the COUNTIF function • Hide or unhide columns and rows 	N/A	50-65
4.12 Grouping and Outlining Data <i>Lunch Orders</i>	<ul style="list-style-type: none"> • Insert subtotals • Outline data • Group and ungroup data 	N/A	35-50
4.13 Using Worksheet Views <i>Hobby Survey 2</i>	<ul style="list-style-type: none"> • Change window views • Hide or unhide columns and rows • Navigate to a named cell • Insert hyperlinks 	N/A	35-50
Unit 4 Skills Mastery	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>		
Unit 5: Working with Shapes and Elements			
5.1 Working with Tables <i>Dream Car</i>	<ul style="list-style-type: none"> • Sort data • Remove duplicate records • Create an Excel table from a cell range • Add table rows and columns • Configure table style options • Insert total rows • Apply styles to tables 	35-50	30-45
5.2 Working with Illustrations <i>Contact List 2</i>	<ul style="list-style-type: none"> • Filter records • Insert images • Insert shapes • Modify object properties • Inspect a workbook for accessibility issues • Add alternative text to objects for accessibility 	N/A	40-55
5.3 Working with Hyperlinks <i>Business Schools</i>	<ul style="list-style-type: none"> • Insert and remove hyperlinks 	35-50	25-40
5.4 Using Multiple Worksheets <i>Food Drive 2</i>	<ul style="list-style-type: none"> • Hide or unhide columns and rows • 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 worksheets • Print all of a workbook 	N/A	30-45

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5.5 Adding Text Elements <i>Sales Invoice</i>	<ul style="list-style-type: none"> • Insert a signature line • Insert WordArt • Modify object properties • Insert headers and footers • Insert text boxes 	40-55	30-45
5.6 Using Symbols and Icons <i>Daily Planner</i>	<ul style="list-style-type: none"> • Insert icons • Insert the Current Date function • Insert symbols • Format cells by using Format Painter 	45-60	N/A
5.7 Importing a Text File <i>Personal Budget</i>	<ul style="list-style-type: none"> • Remove duplicate records • Sort data by multiple columns • Change sort order • Import data from a delimited text file • Convert a table to a cell range 	N/A	30-45
5.8 Working with PivotTables <i>Personal Budget 2</i>	<ul style="list-style-type: none"> • Create PivotTables • Refresh PivotTables 	N/A	25-40
5.9 Using Information Across Worksheets and Workbooks <i>Food Drive 3</i>	<ul style="list-style-type: none"> • Change window views • Copy and move a worksheet between workbooks • Insert references across worksheets 	N/A	40-55
Unit 5 Skills Mastery	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>		
Unit 6: Working with Charts and Graphs			
6.1 Creating a Pie Chart & a Sunburst Chart <i>Spring Colors</i>	<ul style="list-style-type: none"> • Create a new chart - pie and sunburst • Add and modify chart elements • Move charts to a chart sheet • Inspect a workbook for compatibility issues 	60-75	45-60
6.2 Creating a Column Chart & a Treemap Chart <i>Most Watched Videos</i>	<ul style="list-style-type: none"> • Add and modify chart elements • Create a new chart - column and treemap • Apply chart layouts and styles • Print part of a workbook - chart 	45-60	35-50
6.3 Creating a Line Chart & a Map Chart <i>Olympic Results</i>	<ul style="list-style-type: none"> • Create a new chart - line and map 	25-40	20-35
6.4 Creating a Bar Chart <i>Superhero Stats</i>	<ul style="list-style-type: none"> • Create a new chart - bar • Resize charts 	40-55	25-40
6.5 Creating a Sparkline Chart <i>Tech Device Ownership</i>	<ul style="list-style-type: none"> • Insert sparklines • Analyze data by using Quick Analysis 	35-50	25-40

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6.6 Forecasting Data <i>Student Enrollment</i>	<ul style="list-style-type: none"> • Create a forecast worksheet 	25-40	20-35
6.7 Updating Existing Charts <i>Superhero Stats 2</i>	<ul style="list-style-type: none"> • Change the chart type • Add additional data series • Switch between rows and columns in source data 	N/A	25-40
Unit 6 Skills Mastery	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>		

Total Completion Time When Keying Content: 30 - 42 hrs
Total Completion Time With Content Preloaded: 24 - 35 hrs