

i This document is a draft of the Lessons and Skills included in the Excel 2019 curriculum. Final Curriculum Guide is coming soon.

Lesson	Skills (• Foundational Skills / • Certified Skills)	Approximate Completion Time (In Minutes)
Unit 1: Worksheet Basics		
1.1 Exploring Places to Save Work <i>Put It in a Safe Place</i>	<ul style="list-style-type: none"> • Use File Manager • Create a folder • Log in to OneDrive • Sync to OneDrive 	.5
1.2 Navigating Excel <i>Getting Started</i>	<ul style="list-style-type: none"> • Create a workbook • Change magnification by using zoom tools • Identify tabs and groups • Understand Backstage View • Close Excel 	.75
1.3 Creating Your First Workbook <i>Top Selling Albums</i>	<ul style="list-style-type: none"> • Create a workbook • Save a workbook to a local hard drive or network drive • Close a workbook 	.75
1.4 Retrieving and 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 • Save workbooks in alternative file formats • Preview a worksheet • Print all or part of a workbook 	.75
1.5 Emailing a Worksheet <i>When I Grow Up</i>	<ul style="list-style-type: none"> • Email a worksheet as an attachment • Email from within Excel 	.75
1.6 Working with Columns, Rows, and Cells <i>Chicago Cubs Roster</i>	<ul style="list-style-type: none"> • 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 Editing Basics <i>Cost of Living</i>	<ul style="list-style-type: none"> • Cut, copy, and paste data • Use Undo 	.5
1.8 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 	.75
1.9 Customizing the Quick Access Toolbar <i>Tasty</i>	<ul style="list-style-type: none"> • Use Redo • Customize the Quick Access toolbar 	.5

Lesson	Skills (• Foundational Skills / • Certified Skills)	Approximate Completion Time (In Minutes)
1.10 Getting Help and Information <i>When I Grow Up 2</i>	<ul style="list-style-type: none"> • Use Search • Apply number formats • Wrap text within cells • Use Smart Lookup • Inspect workbooks for issues - hidden properties • Modify basic workbook properties 	.5
Unit 1 Skills Mastery		<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>
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 	.75
2.2 Enhancing Data within a Workbook <i>Daily Calendar</i>	<ul style="list-style-type: none"> • Apply cell formats 	.75
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 	.75
2.4 Applying Enhanced Alignment Tools <i>Cinnamon Roll Recipe</i>	<ul style="list-style-type: none"> • Modify cell alignment, orientation, and indentation • Wrap text within cells • Merge cells 	.75
2.5 Using the Format Cells Dialog Box <i>Top Broadway Shows</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 Applying Conditional Formatting <i>Fitness Class Schedule</i>	<ul style="list-style-type: none"> • Apply built-in conditional formatting 	.75
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 	.5
3.2 Scaling a Workbook <i>State Facts</i>	<ul style="list-style-type: none"> • Set page scaling 	.75
3.3 Controlling What Excel Prints <i>Skeletal System</i>	<ul style="list-style-type: none"> • Modify page setup 	.5

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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 • Display and modify workbook content in different views 	.75
3.5 Giving a Worksheet a Unique Style <i>College Football</i>	<ul style="list-style-type: none"> • Set page scaling • Change workbook themes 	.5
Unit 3 Skills Mastery	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>	
Unit 4: Working with Numbers and Formulas		
4.1 Formatting Numbers <i>Bestsellers</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 Sorting Text <i>Bestsellers 2</i>	<ul style="list-style-type: none"> • Sort data 	.5
4.3 Sorting Numbers <i>Smartphone Apps</i>	<ul style="list-style-type: none"> • Remove duplicate records • Sort data by multiple columns 	.5
4.4 Using Excel as a Calculator <i>Paycheck 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 <i>Food Drive</i> Formulas Made Easy	<ul style="list-style-type: none"> • Fill cells by using Auto Fill • Paste data by using special paste options 	.75
4.6 Commonly Used Formulas <i>Student Grades</i>	<ul style="list-style-type: none"> • Use AutoSum • Perform calculations by using AVERAGE(), MAX(), MIN(), and SUM() functions 	.75
4.7 Auditing Formulas <i>Semester Grades</i>	<ul style="list-style-type: none"> • Use multi-math formulas • Display formulas 	.75
4.8 Formatting Date and Time <i>Add/Drop Period</i>	<ul style="list-style-type: none"> • Apply number formats 	.75
4.9 Working with Named Ranges <i>Magazine Sales</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 Formatting Text with Functions <i>Student Information</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 Summarizing and Tallying Data <i>Hobby Survey</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 Grouping and Outlining Data <i>Lunch Orders</i>	<ul style="list-style-type: none"> • Insert subtotals • Outline data • Group and ungroup data 	.75
4.13 Using Worksheet Views <i>Hobby Survey 2</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 Combining Text with Functions <i>Soccer Referee Info</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
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"> • 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 Working with Illustrations <i>Contact List 2</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 Working with Hyperlinks <i>Business Schools</i>	<ul style="list-style-type: none"> • Insert and remove hyperlinks 	.5

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5.4 Using Multiple Worksheets <i>Food Drive 2</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 Adding Text Elements <i>Sales Invoice</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 Using Symbols and Icons <i>Daily Planner</i>	<ul style="list-style-type: none"> • Insert icons • Format cells by using Format Painter • Use the TODAY() function • Insert symbols 	.75
5.7 Importing a Text File <i>Personal Budget</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 Working with PivotTables <i>Personal Budget 2</i>	<ul style="list-style-type: none"> • Create PivotTables • Refresh PivotTables 	.5
5.9 Using Information Across Worksheets and Workbooks <i>Food Drive 3</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 Working with Table References <i>Clothing Store Inventory</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 Modifying Tables <i>Ice Cream Shop Revenue</i>	<ul style="list-style-type: none"> • Remove conditional formatting • Add or remove table rows and columns • Insert and configure total rows 	.75
Unit 5 Skills Mastery	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>	

Lesson	Skills (• Foundational Skills / • Certified Skills)	Approximate Completion Time (In Minutes)
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 charts - pie and sunburst • Add and modify chart elements • Create chart sheets • Inspect workbooks for issues - compatability 	.75
6.2 Creating a Column Chart & a Treemap Chart <i>Most Watched Videos</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 Creating a Line Chart & a Map Chart <i>Olympic Results</i>	<ul style="list-style-type: none"> • Create charts - line and map 	.75
6.4 Creating a Bar Chart <i>Superhero Stats</i>	<ul style="list-style-type: none"> • Create charts - bar • Resize charts 	.75
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 	.5
6.6 Forecasting Data <i>Student Enrollment</i>	<ul style="list-style-type: none"> • Create a forecast worksheet 	.5
6.7 Updating Existing Charts <i>Superhero Stats 2</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 Using a Template <i>My Check Register</i>	<ul style="list-style-type: none"> • Create a workbook from a template 	.5
Unit 6 Skills Mastery	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>	
Unit 7: Sharing and Working Collaboratively		
7.1 Communicating within Spreadsheets <i>Roommate Expense Tracking</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 Sharing Files <i>Weekly Spending</i>	<ul style="list-style-type: none"> • Save a spreadsheet to OneDrive • Share a spreadsheet • Assign collaboration permission • Move OneDrive files 	.75

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7.3 Managing Revisions <i>Household Chores</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 Using Comments While Collaborating <i>Homework</i>	<ul style="list-style-type: none"> • Collaborate simultaneously • Add and manage comments in Excel Online 	.75
7.5 Working with AutoSave <i>Ticket Sales</i>	<ul style="list-style-type: none"> • Using AutoSave • Using Save a Copy • Using Version History 	.75
Unit 6 Skills Mastery	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>	

Total Completion Time: 39 hrs