

Lesson	Lesson Name	Skills*
Part 1: Application Basics		
1.1	Navigating Excel 365	<ul style="list-style-type: none"> ■ Use the zoom slider ■ Create a workbook ■ Close Excel ■ Identify tabs and groups ■ Explore Backstage View ■ Change window views
1.2	Managing Files	<ul style="list-style-type: none"> ■ Save a workbook ■ Use AutoSave ■ Use Save As ■ Close a workbook
1.3	Printing and Saving Worksheets	<ul style="list-style-type: none"> ■ Preview a worksheet ■ Print a workbook ■ Save and export workbooks in alternative file formats
1.4	Sharing a Workbook	<ul style="list-style-type: none"> ■ Share a workbook ■ Cut, copy, and paste data
1.5	Working with Columns, Rows, and Cells	<ul style="list-style-type: none"> ■ Insert and delete multiple columns or rows ■ Insert and delete cells ■ Adjust row height and column width ■ Freeze worksheet rows and columns
1.6	Proofing Your Worksheet	<ul style="list-style-type: none"> ■ Check spelling ■ Use Thesaurus ■ Paste data by using special paste options
1.7	Searching for Data	<ul style="list-style-type: none"> ■ Use Search ■ Search for data within a workbook ■ Modify built-in workbook properties ■ Use Undo ■ Use Redo ■ Manage the Quick Access toolbar
Part 2: Formatting Data		
2.1	Formatting Text	<ul style="list-style-type: none"> ■ Apply font formatting ■ Apply cell formats from the Format Cells dialog box
2.2	Applying Basic Cell Alignment	<ul style="list-style-type: none"> ■ Modify cell alignment, orientation, and indentation ■ Fill cells by using Flash Fill
2.3	Using Enhanced Alignment Tools	<ul style="list-style-type: none"> ■ Merge and unmerge cells ■ Modify cell alignment, orientation, and indentation ■ Wrap text within cells
2.4	Using Find & Replace	<ul style="list-style-type: none"> ■ Search for data within a workbook
2.5	Applying Conditional Formatting	<ul style="list-style-type: none"> ■ Apply built-in conditional formatting
Part 3: Modifying Page Layout		
3.1	Adjusting Page Setup	<ul style="list-style-type: none"> ■ Modify page setup ■ Set a print area ■ Fill cells by using Auto Fill
3.2	Controlling What Excel Prints	<ul style="list-style-type: none"> ■ Set page scaling ■ Modify page setup
3.3	Printing Multiple Pages	<ul style="list-style-type: none"> ■ Modify page setup ■ Display repeating row and column titles on multipage worksheets ■ Change window views
3.4	Changing Workbook Themes	<ul style="list-style-type: none"> ■ Set page scaling ■ Change workbook themes
Part 4: Working with Numbers and Formulas		
4.1	Formatting Numbers	<ul style="list-style-type: none"> ■ Display repeating row and column titles on multipage worksheets ■ Clear cell formatting ■ Apply number formats ■ Apply cell styles
4.2	Sorting Data	<ul style="list-style-type: none"> ■ Sort data by multiple columns ■ Apply number formats ■ Remove duplicate records
4.3	Using Excel as a Calculator	<ul style="list-style-type: none"> ■ Use basic formulas: addition, subtraction, multiplication, and division ■ Insert relative, absolute, and mixed references
4.4	Pasting Values	<ul style="list-style-type: none"> ■ Fill cells by using Auto Fill ■ Apply number formats ■ Paste data by using special paste options

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4.5	Using Basic Functions	<ul style="list-style-type: none"> ■ Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions ■ Use AutoSum
4.6	Auditing Formulas	<ul style="list-style-type: none"> ■ Display formulas ■ Use multi-math formulas ■ Apply number formats
4.7	Working with Named Ranges	<ul style="list-style-type: none"> ■ Insert relative, absolute, and mixed references ■ Navigate to named cells, ranges, or workbook elements ■ Define a named range ■ Reference a named range
4.8	Formatting Text with Functions	<ul style="list-style-type: none"> ■ Format text by using RIGHT(), LEFT(), and MID() functions ■ Format text by using UPPER(), LOWER(), and LEN() functions ■ Use PROPER() ■ Hide or unhide columns and rows ■ Format text by using the CONCAT() and TEXTJOIN() functions
4.9	Using COUNT Functions	<ul style="list-style-type: none"> ■ Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions
4.10	Using Conditional Functions	<ul style="list-style-type: none"> ■ Perform conditional operations by using the IF() function ■ Use SUMIF(), AVERAGEIF(), and COUNTIF() functions
4.11	Using Workbook Views	<ul style="list-style-type: none"> ■ Insert and remove hyperlinks ■ Change window views ■ Navigate to named cells, ranges, or workbook elements ■ Hide or unhide columns and rows
4.12	Grouping and Outlining Data	<ul style="list-style-type: none"> ■ Format multiple worksheets by grouping
4.13	Combining Text with Functions	<ul style="list-style-type: none"> ■ Format text by using UPPER(), LOWER(), and LEN() functions ■ Format text by using the CONCAT() and TEXTJOIN() functions ■ Use the SEARCH() function ■ Combine multiple functions
4.14	Generating Numeric Data	<ul style="list-style-type: none"> ■ Generate numeric data by using RANDBETWEEN() and SEQUENCE() ■ Get unique values by using the UNIQUE() function ■ Sort data by using the SORT() function

Part 5: Working with Tables

5.1	Working with Tables	<ul style="list-style-type: none"> ■ Remove duplicate records from tables ■ Apply table styles ■ Configure table style options ■ Insert and configure total rows ■ Create Excel tables from cell ranges ■ Add or remove table rows and columns ■ Sort data by multiple columns
5.2	Filtering Data	<ul style="list-style-type: none"> ■ Filter records ■ Insert and remove hyperlinks ■ Customize headers and footers ■ Format cells by using Format Painter
5.3	Using Multiple Worksheets	<ul style="list-style-type: none"> ■ Add a worksheet to an existing workbook ■ Configure print settings ■ Rename a worksheet ■ Change worksheet order ■ Change worksheet tab color ■ Copy and move a worksheet ■ Hide or unhide worksheets
5.4	Importing Data from Text Files	<ul style="list-style-type: none"> ■ Convert tables to cell ranges ■ Insert references across worksheets ■ Import data from text files
5.5	Importing Data from Online Sources	<ul style="list-style-type: none"> ■ Import data from online sources
5.6	Working with PivotTables	<ul style="list-style-type: none"> ■ Create PivotTables
5.7	Working with Table References	<ul style="list-style-type: none"> ■ Use structured references in formulas ■ Name a table ■ Navigate to named workbook elements
5.8	Modifying Tables	<ul style="list-style-type: none"> ■ Add or remove table rows and columns ■ Remove conditional formatting
5.9	Using Sheet Views	<ul style="list-style-type: none"> ■ Display and modify worksheets in different views

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Part 6: Working with Charts and Graphs		
6.1	Creating a Pie and Sunburst Chart	<ul style="list-style-type: none"> ■ Add and modify chart elements ■ Create charts ■ Inspect workbooks and correct issues ■ Create chart sheets
6.2	Creating a Column and Treemap Chart	<ul style="list-style-type: none"> ■ Create charts ■ Apply chart layouts ■ Apply chart styles ■ Configure print settings
6.3	Creating a Bar and Line Chart	<ul style="list-style-type: none"> ■ Create charts ■ Switch between rows and columns in source data ■ Resize charts
6.4	Updating Charts	<ul style="list-style-type: none"> ■ Add alternative text to charts for accessibility ■ Add data series to charts ■ Inspect workbooks and correct issues ■ Change the chart type
6.5	Creating a Sparkline Chart	<ul style="list-style-type: none"> ■ Analyze data by using Quick Analysis ■ Insert Sparklines
6.6	Forecasting Data	<ul style="list-style-type: none"> ■ Create a forecast worksheet
Part 7: Collaborating in Excel		
7.1	Working with Comments and Notes	<ul style="list-style-type: none"> ■ Manage comments and notes ■ Print showing comments and notes
		<p>Skills*</p> <ul style="list-style-type: none"> ■ Microsoft Office Specialist Associate Certification Skill ■ Microsoft Word Foundational Skill