

Microsoft®

# **Excel Associate**

## **Instructor Resources**

# Microsoft Excel Associate

## Enter Dates

### Instructor Information

#### Instructor

add text

#### Email

add text

#### Office Location & Hours

add text

### General Information

#### Description

The Microsoft Excel course is developed to elevate your proficiency and expertise in utilizing Microsoft Excel, the industry-standard spreadsheet software. This comprehensive course will equip you with the essential skills to navigate the Excel interface seamlessly, work with data, apply formatting, and harness an array of features to enhance the efficiency and visual appeal of your spreadsheets.

Throughout the course, you will delve into vital topics, including managing workbooks, creating complex formulas and functions, and harnessing the power of data analysis through PivotTables and charts. You will gain insights into data visualization techniques, conditional formatting, and data validation to make your spreadsheets not just functional but visually compelling.

Successful completion of the certification exam validates the knowledge and skill sets of individuals seeking employment or advancement in their careers.

#### Course Objectives

This course book teaches the skills you will need to successfully complete the Microsoft Excel Associate certification offered by Certiport. These skill sets are introduced using multiple types of exercises and review materials.

After completing this course, you will understand the following:

- Manage Workbooks & Worksheets: Import, navigate, and format workbooks with named ranges, hyperlinks, and custom views.
- Data Management & Formatting: Organize and manipulate data using sorting, filtering, Auto Fill, and number formatting.
- Tables & Structured Data: Create, format, and modify Excel tables, including total rows and conditional formatting.
- Advanced Formulas & Functions: Utilize essential functions such as AVERAGE(), COUNT(), IF(), UNIQUE(), and structured references.
- Text & Data Transformation: Modify and format text using CONCAT(), MID(), LEFT(), RIGHT(), and case functions.
- Charts & Data Visualization: Create and modify charts, apply styles, and switch between rows and columns for meaningful insights.
- Collaboration & Workbook Preparation: Configure print settings, manage comments, and ensure accessibility with alternative text.

## Expectations and Goals

Upon completion of this course, learners are expected to complete the Microsoft Excel Associate Certification Exam. Certification candidates will demonstrate the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects. To learn more about the Microsoft Office Specialist program visit: [Microsoft Office Specialist :: Certiport \(pearsonvue.com\)](https://www.pearsonvue.com/microsoft-office-specialist)

Certifications provide significant advantages to professional and job candidates. These include:

- Higher grade point average for certified high school students
- Higher graduation rates for certified high school students
- Increased post-secondary enrollment
- Reduced dropout rates

Additional information: [The value of certification](#)

## Course Materials

### Required materials

- XperienceED account
- Computing Device
- Internet Connection

### Optional materials

- Headset

## Schedule

### Dates

### Unit

Unit 1: Getting to Know Excel

Unit 2: Formatting Worksheets

Unit 3: Formulas and Functions

Unit 4: Inserting Elements

Unit 5: Advanced Excel Features

## Course Structure

The course is structured to learn by doing, practice the learned skill, then apply the skills.

- Unit
  - Lesson
    - Learn Tasks
    - Practice Exercises
    - Practice Questions
  - Objective Assessment
  - Create Project

Each unit contains lessons. The lessons are introduced by lesson topics where you can learn through doing or learn through study materials (eBook, QuickDecks or QuickClips). Each lesson concludes with a Practice Exercise that incorporates the tasks you have learned throughout the lesson. Once you have completed the lessons in the unit, you are assessed through a question-based Objective Assessment and a Create Project.

## Weights and Grading

Add your course weight and grading here

## Additional information and resources

### Add a subheading

Add text.

# Instructor Guide Overview

## Course Structure

The course is structured to learn by doing, practice the learned skill, and then apply the skill.

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## Delivery

The course is created so it can be customized to meet the needs of the instructor and the learner.

- **Direct Instruction:** Utilize the PowerPoint presentations to introduce each lesson topic, then have the learners review the study materials and complete the task.
- **Flipped Classroom:** Learners complete lessons outside of class time. Learners utilize the class time to discuss learned tasks, allow learners to teach concepts, expand concepts through learning stations, and work on unit extension or unplugged activities.

## Differentiation

- **Applied Learning Resources:** Applied exercises outline what learners need to complete. Learners study the concept and then apply that knowledge to complete the Learn Task. These exercises reinforce independent problem-solving and help learners demonstrate mastery.
- **Guided Learning Resources:** Guided learning resources provide step-by-step instructions to support learners in completing the Learn Task. These resources scaffold the process, ensuring that learners can successfully practice and build confidence as they progress through the content.

- **Extension Activities:** Encourage learners to showcase their newly learned skills by creating additional real-world projects, teaching others how and why to use new skills, and exploring beyond their learning.

## Prepare for Delivery

- Begin with the unit overview to understand the structure and flow of the unit, the topics covered, the approximate time to complete and the exam objectives reviewed.
- Review the lesson PowerPoint Presentation to give you an in-depth look at each lesson topic and the comprehensive topic notes included.
- Review the answer keys to familiarize yourself with the tasks learners will complete throughout the lesson.
- Complete the lesson.

## Instructor Resources Overview

<b>Instructor Resources File Structure</b>	<ul style="list-style-type: none"> <li>📁 Instructor Resources <ul style="list-style-type: none"> <li>📄 Course Syllabus</li> <li>📄 Course Overview</li> <li>📄 Course Key Terms</li> <li>📄 Course Instructor Guide</li> </ul> </li> <li>📁 Unit <ul style="list-style-type: none"> <li>📁 Unit Assessment Answer Keys <ul style="list-style-type: none"> <li>📄 Create Project</li> <li>📄 Objective Assessment</li> </ul> </li> <li>📁 Lesson <ul style="list-style-type: none"> <li>📁 Answer Keys <ul style="list-style-type: none"> <li>📄 Lesson Practice Exercises</li> <li>📄 Learn Tasks</li> <li>📄 Lesson Practice Questions</li> </ul> </li> <li>📁 Study Guides <ul style="list-style-type: none"> <li>📄 Study Guide Complete</li> <li>📄 Study Guide Fill-In Explanation</li> <li>📄 Study Guide Fill-In Topic</li> </ul> </li> <li>📄 Lesson PowerPoint Presentations</li> </ul> </li> <li>📁 Unplugged Activities</li> <li>📄 Unit Overview</li> <li>📄 Unit Learning Plan</li> <li>📄 Unit Key Terms</li> </ul> </li> <li>📁 Learner Resources</li> </ul>
<b>Unit Assessment Answer Keys</b>	<p>Each unit includes two types of assessments for learners to apply their knowledge.</p> <ul style="list-style-type: none"> <li>• <b>Create Project</b> – These are project prompts and sample solution files.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Objective Assessment</b> – A comprehensive question and answer-based assessment for the unit.</li> </ul>
<b>Answer Keys</b>	<p>Documents containing answers, step-by-step instructions, and correct answers for Instructor reference or to offer additional support material for learners.</p> <ul style="list-style-type: none"> <li>• <b>Learn Tasks</b> - Each lesson topic includes an opportunity to apply what they have just learned or by answering questions.</li> <li>• <b>Lesson Practice Exercises</b> – End of lesson exercises or scenario-based assessment.</li> <li>• <b>Lesson Practice Questions</b> – End of lesson question-based assessment.</li> </ul>
<b>Study Guides</b>	<p>Printable and customizable study guides mapped to lesson topics and exam objectives are provided in three formats.</p> <ul style="list-style-type: none"> <li>• <b>Complete</b>- This version includes the topic and the explanation.</li> <li>• <b>Fill-In Topic</b>-Learners can fill in the topics as they learn or as a review.</li> <li>• <b>Fill-In Explanation</b> – This allows learners to complete the explanation of each lesson topic in their own words and images.</li> </ul>
<b>Learning Plan</b>	<p>Customizable unit learning plan outlining the objectives and topics covered, essential questions, learning targets, methods and materials, extension activities, formative and summative assessments, mapping to STEAM, Work Readiness, 5 C's, and Bloom's Taxonomy Levels.</p>
<b>Lesson PowerPoint</b>	<p>A PowerPoint Presentation that complements the lesson. Each lesson topic is included in the presentation as well as comprehensive speaker notes.</p>
<b>Unplugged Activities</b>	<p>A variety of activities and necessary resources to get learners off the computers while still reinforcing unit learning objectives.</p>
<b>Unit Key Terms</b>	<p>A comprehensive list of key terms throughout the unit.</p>
<b>Unit Overview</b>	<p>A spreadsheet containing the overview of the flow of the unit that includes lesson topics, certification objectives mapping, and approximate timings for self-paced and instructor-led scenarios.</p>
<b>Learner Resources</b>	<p>Printable learner resources are available to support both applied and guided learning.</p> <ul style="list-style-type: none"> <li>• <b>Applied Learning Resources</b> – Printable prompts that direct learners to study the concept before applying their knowledge to complete the Learn Task.</li> <li>• <b>Guided Learning Resources</b> – Step-by-step printable guides that lead learners through the process of completing the Learn Task, providing structure and support as they build skills.</li> </ul>

# Excel Learning Plan

## Unit 1: Getting to Know Excel

**Instructor:**

**Class:**

**Duration: 5-10 Hours**

### Unit Objectives:

This unit focuses on proficiently navigating Excel's interface, enter and manage data in individual cells, and effectively work with multiple workbooks to create, organize, and save spreadsheet files, ensuring a strong foundation for more advanced Excel tasks.

### Essential Questions:

- How can Microsoft Excel be used in various personal, academic, and professional scenarios?
- How can Excel's features and functions improve productivity and simplify tasks related to data entry, calculation, and presentation?
- What are the fundamental elements of an Excel workbook, and how do they contribute to effective data management?

### Learning Targets:

I will understand the essential features of Microsoft Excel

So I can efficiently create, edit, and format spreadsheets for organizing and analyzing data.

I know I succeeded when I can confidently navigate Excel's interface, input and manipulate data, and employ basic functions and formulas to perform calculations and data analysis tasks.

### Methods and Materials:

- Lectures
- Reading
- Videos
- Hand-on activities
- Creating
- Analyzing
- Discussing
- Teaching

### Formative Assessments:

- Learn Tasks
- Practice Questions
- Practice Exercises

### Summative Assessments:

- Objective Assessment
- Create Project

### STEAM

- ☐ Science
- ☒ Technology
- ☒ Engineering
- ☒ Art
- ☒ Math

### Work Readiness

- ☒ Communication
- ☒ Problem-solving
- ☒ Teamwork
- ☒ Work ethic
- ☒ Empathy
- ☒ Conflict resolution
- ☒ Active listening
- ☒ Time management
- ☒ Adaptability
- ☒ Reading
- ☒ Mathematics

### 5 C's

- ☒ Critical Thinking
- ☒ Creativity
- ☒ Communication
- ☒ Collaboration
- ☒ Citizenship

### Blooms Level

- ☒ Remembering
- ☒ Understanding
- ☒ Applying
- ☒ Analyzing
- ☒ Evaluating
- ☒ Creating

## Learning Activities

**Lesson**

**Time Allowed**

**Content**

Work with Excel

75-175 minutes

- Startup and Application Window
- Worksheet Window



		<ul style="list-style-type: none"> <li>• Ribbon</li> <li>• Customize the Quick Access Toolbar</li> <li>• Access Workbook Properties</li> <li>• Check for Issues</li> <li>• Create a New Workbook</li> <li>• Save a Workbook</li> <li>• Manage Worksheets</li> <li>• Move or Copy Worksheets</li> </ul>
Construct Cell Data	70-160 minutes	<ul style="list-style-type: none"> <li>• Types of Data</li> <li>• Paste Special</li> <li>• Advanced Paste Special Options</li> <li>• Auto Fill</li> <li>• Insert and Delete Columns</li> <li>• Insert and Delete Rows</li> <li>• Insert and Delete Cells</li> <li>• Change Column Width</li> <li>• Change Row Height</li> </ul>
Work with Workbooks	65-145 minutes	<ul style="list-style-type: none"> <li>• Window View Options</li> <li>• Split View</li> <li>• Workbook Views</li> <li>• Freeze Panes</li> <li>• Page Layout</li> <li>• Page Setup</li> <li>• Headers and Footers</li> <li>• Print Options</li> </ul>

## Warm-up Activities

1. Open Microsoft Excel and explore the Excel window to find and list any elements that you recognize from other Microsoft programs. Share the identified components with a partner, noting any similarities and differences.
2. Think about the essential concepts, functions, or skills you've covered. Consider any challenges you faced or areas where you feel confident. Be ready to share your reflections with the class.
3. With a partner, discuss what is an Excel workbook, and how does it differ from a worksheet? Describe the significance of worksheets within a workbook. Reflect on a specific situation where a workbook might be useful, such as a school project or a personal budget.

## Extension Activities

1. Create a portfolio for the course. They should include evidence of work, reflect on what they have learned and how they can incorporate the skills in a current or future project. This is an ongoing extension activity. Learners should continue to add to their portfolio throughout the course.
2. Select one topic learned throughout the unit then create an instructional video, tutorial, lecture, or hands on activity to teach others about the skill.
3. Develop a personal budget in Excel to track your monthly expenses and income.
4. Choose a topic of interest and gather data from reliable sources. Practice importing, organizing, and analyzing this data in Excel.
5. Create a multi-sheet workbook for a school project or a personal hobby. Use different sheets for various aspects of the project, such as research, expenses, and timelines.

# Unit Evaluation and Reflection

**What went well**

**What needs to change**

# Unit 1 Work with Excel Learn Tasks

## Startup and Application Window

Identify parts of the Startup Window to complete the following tasks:

- 1) Open a file
- 2) Display recent files
- 3) Displayed files you have pinned for easy access
- 4) Display files others have shared with you
- 5) Create a new file
- 6) Search for templates
- 7) Search for suggested templates

## Worksheet Window

Identify parts of the Excel Window.

- 1) Name Box
- 2) Insert Function
- 3) Formula Bar
- 4) Column heading for column K
- 5) Row heading for row 14
- 6) Active cell
- 7) Status Bar
- 8) Sheet tab
- 9) View buttons
- 10) Zoom slider
- 11) Vertical Scroll bar

## Ribbon

Identify parts of the Ribbon.

- 1) File tab
- 2) Quick Access Toolbar
- 3) Ribbon tabs
- 4) Title bar
- 5) Contextual Ribbon tab
- 6) Ribbon Display Options
- 7) Minimize
- 8) Maximize/Restore Down
- 9) Close
- 10) Clipboard Ribbon group
- 11) Font Group Dialog box launcher

## Customize the Quick Access Toolbar

Update the Quick Access Toolbar by adding, removing, and repositioning commands.

- 1) Open a blank workbook
  - Launch Excel > File tab > New > Blank workbook
- 2) Add the Quick Print command to the Quick Access Toolbar
  - Customize Quick Access Toolbar > Quick Print
- 3) Add the Spelling command to the Quick Access Toolbar
  - Customize Quick Access Toolbar > Spelling
- 4) Remove the Automatically Save command from the Quick Access Toolbar
  - Customize Quick Access Toolbar > Automatically Save
- 5) Display the Quick Access Toolbar below the ribbon
  - Customize Quick Access Toolbar > Show Below the Ribbon
- 6) Save to your course files

**This feature is only available in the desktop version.**

## Access Workbook Properties

Update workbook properties in the Backstage view.

- 1) Open a blank workbook
  - Launch Excel > File tab > New > Blank workbook
- 2) Display workbook properties
  - File tab > Info > Properties
- 3) Enter a title
  - Properties > Title > title
- 4) Enter a tag

- 5) Properties > Tags > tag
- 6) Display the Advanced Properties
  - File tab > Info > Properties drop-down arrow > Advanced Properties
- 7) Add a subject
  - Summary tab > Subject > subject > OK
- 8) Show All Properties
  - File tab > Info > Show All Properties
- 9) Return to the workbook
  - Back arrow
- 10) Save to your course files

**This feature is only available in the desktop version.**

### **Check for Issues**

Inspect the workbook for document properties, accessibility, and compatibility.

- 1) Open Check for Issues.xlsx
- 2) Remove the Document Properties and Personal Information
  - File tab > Info > Check for Issues > Inspect Document > Yes at the prompt to Save > Inspect
  - Document Properties and Personal Information > Remove All (Find all instances) > Close
- 3) Check the file for accessibility issues
  - File tab > Info > Check for Issues > Check Accessibility
- 4) Update the chart to include the missing object description, then close the Alt Text toolbar
  - Accessibility Assistant pane > Media and Illustrations > Text box > Sum of Amount Paid Chart > Save > X
- 5) Inspect if the file is compatible with Excel 2010 and higher
  - File tab > Info > Check for Issues > Check Compatibility > Select versions to show drop-down arrow > Excel 97–2003, Excel 2007 > OK
- 6) Save to your course files

**This feature is only available in the desktop version.**

### **Create a New Workbook**

Create and save a workbook and use a template.

- 1) Open a blank workbook
  - Launch Excel > File tab > New > Blank workbook
- 2) Save to your course files

### **Save a Workbook**

Create and save a workbook and use a template.

- 1) Open a blank workbook

- Launch Excel > File tab > New > Blank workbook
- 2) Save it in Documents as "Example.xlsx" (Excel will add .xlsx as the file type, which you will see if you are showing file extensions)
    - File tab > Save > File name: Example > Save
  - 3) Create a new workbook using the Sales invoice tracker template in the List category
    - File tab > New > More Templates > Lists > Sales invoice tracker > Create
  - 4) Save to your course files

### **Manage Worksheets**

Insert, rename, and delete worksheets.

- 1) Open Manage Worksheets.xlsx
- 2) Add a new worksheet to the right of the Quarter 1 worksheet
  - Quarter 2 worksheet tab > Home tab > Cells group > Insert > Insert Sheet
- 3) Rename the new worksheet "Company"
  - Right-click new worksheet tab > Rename > Company
- 4) Insert a new worksheet to the left of Quarter 1 and enter your name in cell A1
  - Quarter 1 worksheet tab > Home tab > Cells group > Insert > Insert Sheet
  - Place the cursor in cell A1 > Enter your name
- 5) Delete the Quarter 1 worksheet
  - Right-click Quarter 1 worksheet tab > Delete > OK
- 6) Save to your course files

### **Move or Copy Worksheets**

Move and copy worksheets within a workbook.

- 1) Open Move or Copy worksheets.xlsx
- 2) Move the Quarter 4 worksheet so it appears after Quarter 3
  - Place the cursor on the Quarter 4 tab, left-click and drag to place it after the Quarter 3 tab
- 3) Copy the Company worksheet so it appears after Quarter 4
  - Right-click Company tab > Move or Copy > Move to end > Create a copy > OK
- 4) Save to your course files

**Microsoft 365 (Web) and Online steps are indicated below.**

- 1) Move the Quarter 4 worksheet so it appears after Quarter 3
  - Place the cursor on the Quarter 4 tab, left-click and drag to place it after the Quarter 3 tab
- 2) Copy the Company worksheet so it appears after Quarter 4
  - Right-click the Company tab > Duplicate...
  - Place the cursor on the new sheet tab, left-click and drag to place it after Quarter 4

# Unit 1 Work with Excel Practice Exercise

Run an accessibility check, edit a chart, manage worksheets, and adjust worksheet visibility.

- 1) Open U1 L1 Practice Exercise.xlsx
- 2) Run an Accessibility Check and fix the Hard-to-Read Text Contrast error by changing the font color to black and close the Accessibility Assistant pane
  - File tab > Info > Check for Issues > Check Accessibility > Color and Contrast section > Hard-to-Read Text Contrast > More Font Colors > Automatic (Black) > X
- 3) Add alternative text to the chart on the Expenses Chart worksheet: “Expenses by employee pie chart”, then close the Alt text pane
  - Expenses Chart tab > Use the pointer to select the chart border > Right-click on the chart > View Alt Text > Text field: Expenses by employee pie chart > X
- 4) Insert another worksheet to the right of the Expenses worksheet and enter “Summary” in cell A1
  - Expenses tab > Home tab > Cells group > Insert Sheet > Place the cursor in cell A1 > Summary
- 5) Move the Qtr1-2 Income Statement worksheet to the left of the Quarter 1 worksheet
  - Place the pointer on the Qtr1-2 Income Statement tab, left-click and drag to the left of the Quarter 1 tab
- 6) Copy the Quarter 1 and Quarter 2 worksheets to the end of the workbook
  - Quarter 1 tab + SHIFT > Quarter 2 tab > Right-click > Move or Copy > Move to end > Create a copy > OK
- 7) Rename the copied worksheets “Quarter 3” and “Quarter 4”
  - Double-click Quarter 1 (2) tab > Quarter 3 > ENTER
  - Double-click Quarter 2 (2) tab > Quarter 4 > ENTER
- 8) Hide the Quarter 1 and Quarter 2 worksheets
  - Right-click Quarter 1 tab > Hide
  - Right-click Quarter 2 tab > Hide
- 9) Save to your course files

**Microsoft 365 (Web) and Online steps are indicated below.**

- 1) Open U1 L1 Practice Exercise.xlsx
- 2) Run an Accessibility Check and fix the Hard-to-Read Text Contrast error by changing the font color to black and close the Accessibility Assistant pane
  - Review tab > Proofing group > Accessibility > Accessibility pane > Warnings section > Hard-to-Read Text Contrast > A1:C1 (Expenses) > Accessibility tab > Color group > Font Color drop-down arrow > Automatic (Black) > X
- 3) Insert another worksheet to the right of the Expenses worksheet and enter “Summary” in cell A1
  - Expenses sheet > Home tab > Cells group > Insert > Insert Sheet > Place the pointer in cell A1 > Summary
- 4) Move the Qtr1-2 Income Statement worksheet to the left of the Quarter 1 worksheet

- Place the pointer on the Qtr1-2 Income Statement tab, left-click and drag to the left of the Quarter 1 tab
- 5) Copy the Quarter 1 and Quarter 2 worksheets to the end of the workbook
- Quarter 1 tab > Right-click > Duplicate
  - Quarter 1 (2) tab > Right-click > Reorder... > (move to end) > OK
  - Quarter 2 tab > Right-click > Duplicate
  - Quarter 2 (2) tab > Right-click > Reorder... > (move to end) > OK
- 6) Rename the copied worksheets to "Quarter 3" and "Quarter 4"
- Right-click Quarter 1 (2) tab > Rename... > Quarter 3 > ENTER
  - Right-click Quarter 2 (2) tab > Rename... > Quarter 4 > ENTER
- 7) Hide the Quarter 1 and Quarter 2 worksheets
- Right-click Quarter 1 tab > Hide
  - Right-click Quarter 2 tab > Hide



# Unit 1 Work with Excel Practice Questions

- 1) What is the difference between a workbook and a worksheet?
- a) A worksheet is a document created in Access and a workbook is created in Excel.
  - b) A worksheet can contain numbers, text, and formulas, but a workbook can contain only numbers.
  - c) **A worksheet is a workspace with columns and rows and a workbook is a single Excel file containing one or more worksheets. (correct)**
  - d) A worksheet contains data for viewing onscreen only but a workbook can be printed.

- 2) Match the following terms to the correct movement on a worksheet.

- a) Tab
- b) Enter
- c) Shift+Tab
- d) Shift+Enter
- e) Ctrl+Home
- f) Home

**Ctrl+Home (correct)** Moves to cell A1.

**Tab (correct)** Moves one cell (column) to the right.

**Shift+Tab (correct)** Moves one cell (column) to the left.

**Home (correct)** Moves to column A in the current row.

**Enter (correct)** Moves down one cell (row).

**Shift+Enter (correct)** Moves up one cell (row).

- 3) What is a Ribbon group?

- a) A collection of related tabs on the ribbon
- b) **Related commands together on a ribbon tab (correct)**
- c) A set of ribbon tabs that only display when you perform a particular action
- d) The related windows that open when you select a dialog box launcher button on the ribbon

- 4) Fill in the blanks with the correct words.

The Name box displays the address of the **active (correct)** cell.

The **formula (correct)** bar displays the contents of the active cell.

Headings displayed as sequential letters are **column (correct)** headings.

Headings displayed as sequential numbers are **row (correct)** headings.

Access a worksheet by selecting its sheet **tab (correct)**.

- Active
- Formula
- Column
- Row
- Tab

- 5) The Auto-hide Ribbon, Show Tabs, and Show Tabs and Commands options are available when you select which button?

- a) Formula bar
- b) Quick Access Toolbar
- c) **Ribbon Display Options (correct)**
- d) Dialog launcher button

- 6) Which commands can you add to the Quick Access toolbar?

- a) **Any Excel command that is available in the Customize Quick Access toolbar tab of the Excel Options dialog box (correct)**
- b) Only the commands that are visible on the current tab of the Ribbon
- c) Only the commands that are accessible on one of the default Ribbon tabs
- d) Only the commands available in the Customize Quick Access toolbar drop-down list

7) Fill in the blank with the correct word.

You've just created a custom ribbon tab and want to add commands to it. Before you can move a command onto your new tab, first you must create, and then select, a **group (correct)** on the tab.

- Row
- Group
- View
- Layout

8) Amanda has just updated her Budget 2019 workbook with new values for 2020. She wants to save her revised file with the name Budget 2020. Which command should she use?

- a) **Save As (correct)**
- b) Save
- c) Rename
- d) Update

9) Match the following issues to the correct tool used to address it.

- a) Inspect Document
- b) Check Compatibility
- c) Check Accessibility

**Check Compatibility (correct)** Find any features in your file that might not work in older versions of Excel.

**Inspect Document (correct)** Identify potentially sensitive information in the metadata so you can remove it before you share the file with others.

**Inspect Document (correct)** Find any hidden information in the file, such as hidden rows.

**Check Accessibility (correct)** Locate any issues with the file that might make it harder to use by a person with a disability.

10) Where can you view the properties of a workbook?

- a) On the Review tab in the Notes group
- b) On the View tab in the Window group
- c) In the Excel Options dialog box
- d) **On the Info tab in Backstage view (correct)**

11) Match the words to the correct descriptions.

- a) Browse
- b) Open
- c) Close

**Browse (correct)** To open a file using a window similar to File Explorer, select File > Open and then select this.

**Open (correct)** This screen in the Backstage view that lists file locations like drives, recent files, and folders.

**Close (correct)** After you are finished working and save your file, select this to protect it from unintentional edits.

- 12) To use Versions, what conditions must be true?
- a) AutoRecover must be enabled in Excel Options and set to save at least once per hour.
  - b) The workbook must be saved to a local drive and AutoSave must be enabled.
  - c) The workbook must be saved to OneDrive or SharePoint and AutoRecover must be enabled in Excel Options.
  - d) **The workbook must be saved to OneDrive or SharePoint and AutoSave must be enabled. (correct)**
- 13) Match the following terms to their definitions.
- a) Insert
  - b) Save
  - c) Drag
  - d) Rename
- Insert (correct)** – Add a new sheet with the ribbon or by right-clicking  
**Save (correct)** – Do this to your file before deleting a worksheet  
**Rename (correct)** – Change the text on a worksheet tab  
**Drag (correct)** – Copy a worksheet by holding CTRL and doing what
- 14) Sam created a worksheet of Sales figures for the Eastern region. Now he needs to create a worksheet just like it for the Western region. How should Sam proceed?
- a) He should open a new workbook, arrange the two workbooks side-by-side, and create a Western worksheet from scratch, using the Eastern worksheet as a guide.
  - b) He should add a new worksheet to the current workbook, view both worksheets side-by-side, and create the Western worksheet from scratch, using the Eastern worksheet as a guide.
  - c) **He should create a copy of the Eastern worksheet, rename the copy Western, and then enter the figures as appropriate. (correct)**
- 15) When you use the Move or Copy feature and select (new book), if the Create a copy checkbox is selected, the worksheet is removed from the original workbook.
- True
  - **False (correct)**



Microsoft Excel

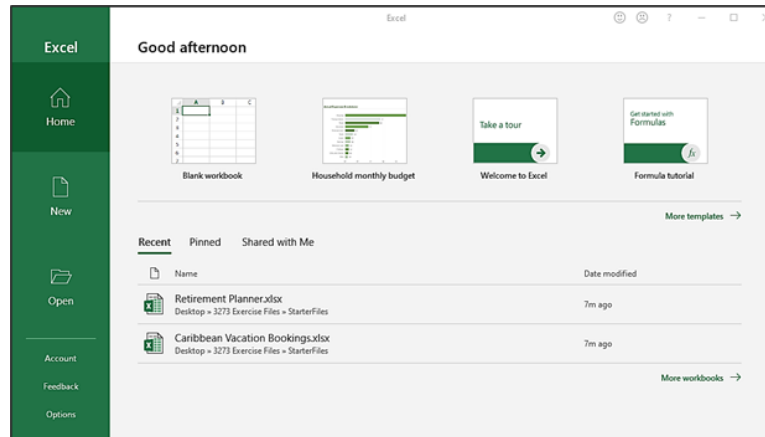
Mx

# Work with Excel

Unit 1: Getting to Know Excel

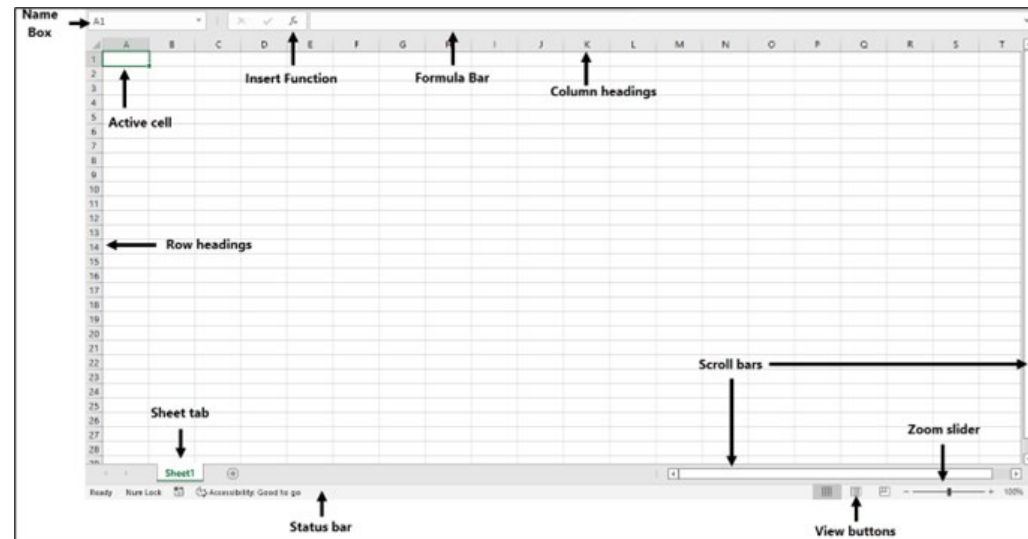
# Startup and Application Window

- Startup screen serves as the workspace, with the Ribbon, Quick Access Toolbar (QAT), and File tab
- Various tabs, groups and buttons allow for user access



# Worksheet Window

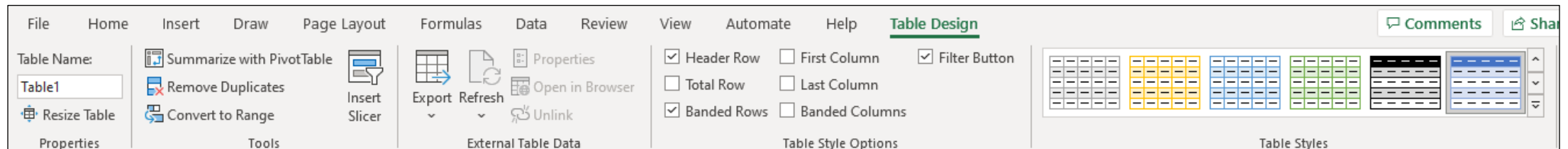
Key elements include the Name Box, Formula Bar, Insert Function tool, sheet tabs, scroll bars, view buttons and status bar





# Ribbon

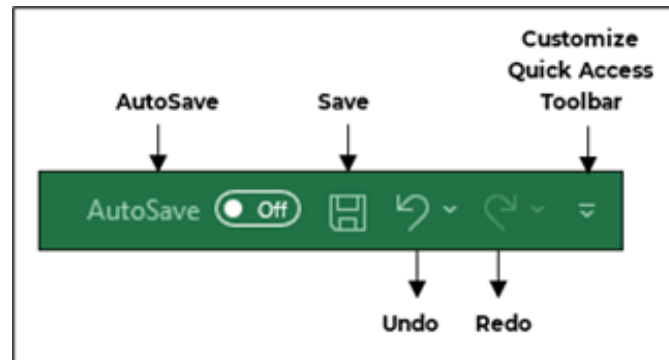
- Organizes commands into tabs related to specific activities with contextual tabs appearing when applicable.
- Tabs have commands, some with galleries and additional options accessed via More button





# Customize the Quick Access Toolbar

- Located above Ribbon and includes default commands like AutoSave, Save, Undo, and Redo
- Customize and move above or below Ribbon via context menu or Customize Quick Access Toolbar option



# Access Workbook Properties

- Includes details like creation date, author, and file size, and customizable properties such as Title and company name
- Select **File** tab > **Info**, and then enter the property values



Properties ▾

Size	22.5KB
Title	Add a title
Tags	Add a tag
Comments	Add comments
Template	
Status	Add text
Categories	Add a category
Subject	Specify the subject
Hyperlink Base	Add text
Company	Specify the company


Related Dates

Last Modified	Yesterday, 8:56 PM
Created	Yesterday, 12:32 AM
Last Printed	

Related People

Manager	Specify the manager
Author	 Add an author
Last Modified By	

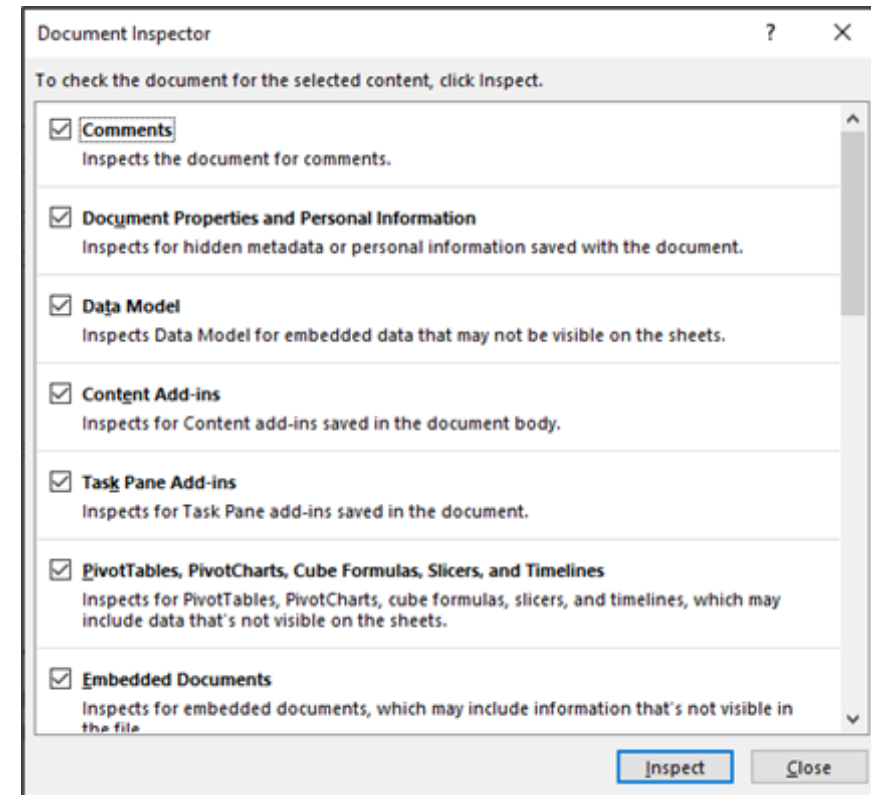
Related Documents

 Open File Location

[Show Fewer Properties](#)

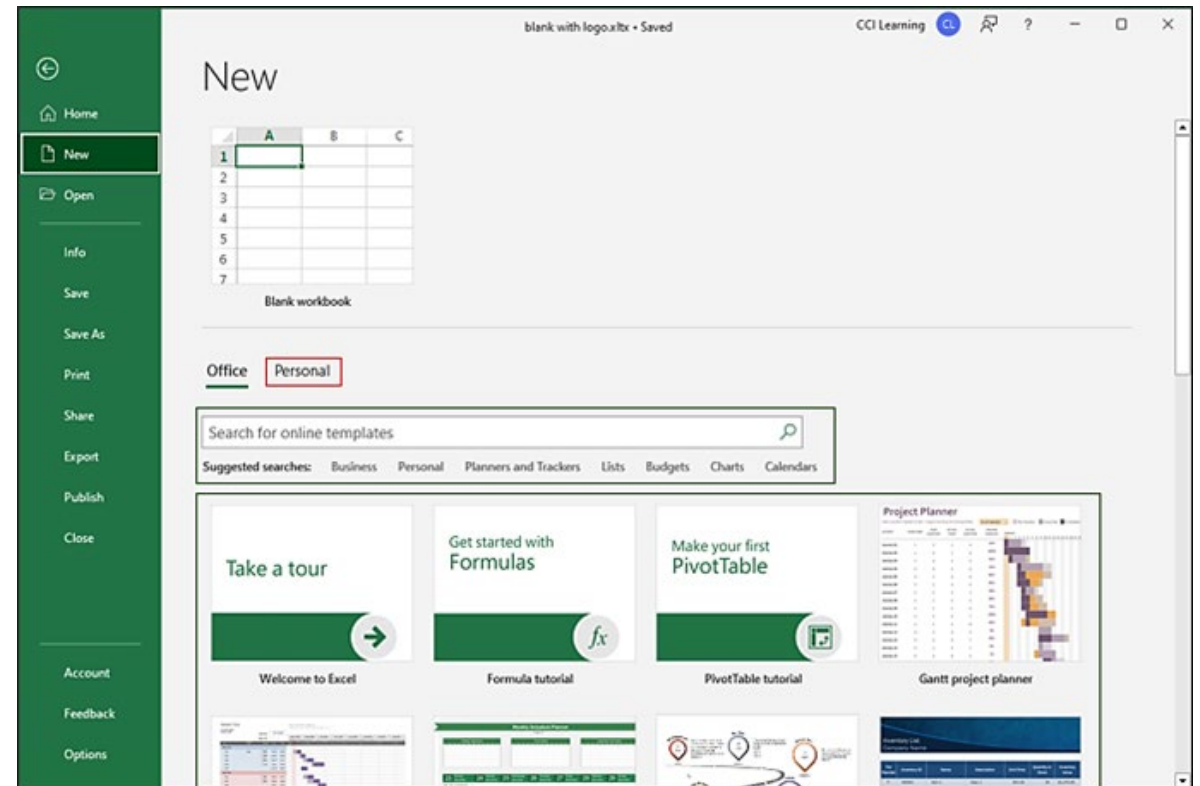
# Check for Issues

Use Accessibility Checker to find hidden and private information and address compatibility issues with suggestions and a report



# Create a New Workbook

- File > New > Blank workbook, or CTRL+N



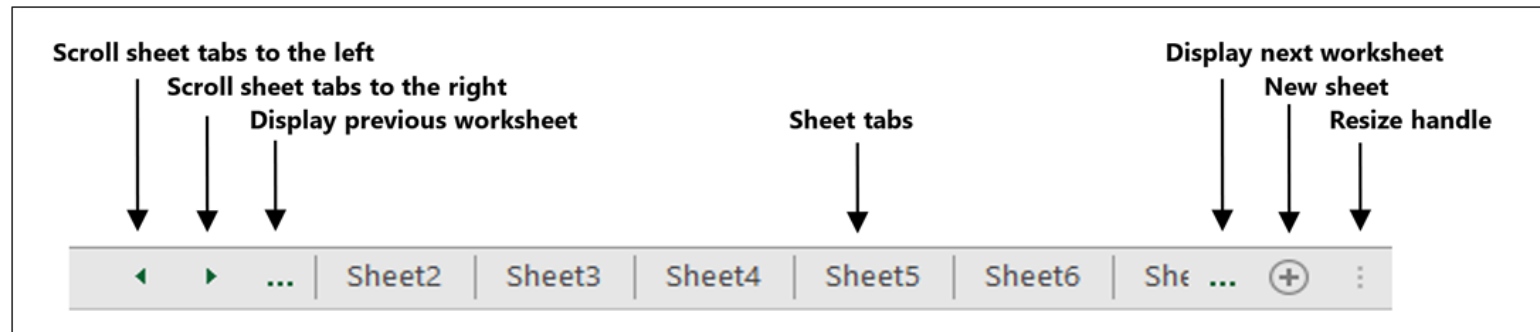
# Save a Workbook

- Select **File > Save**
- On the Quick Access Toolbar, select **Save**
- **CTRL+S**



# Manage Worksheets

- Select worksheet tabs to view them, use the tab scrolling buttons or resize handle to access hidden tabs
- Rename and delete sheets via menu or tabs

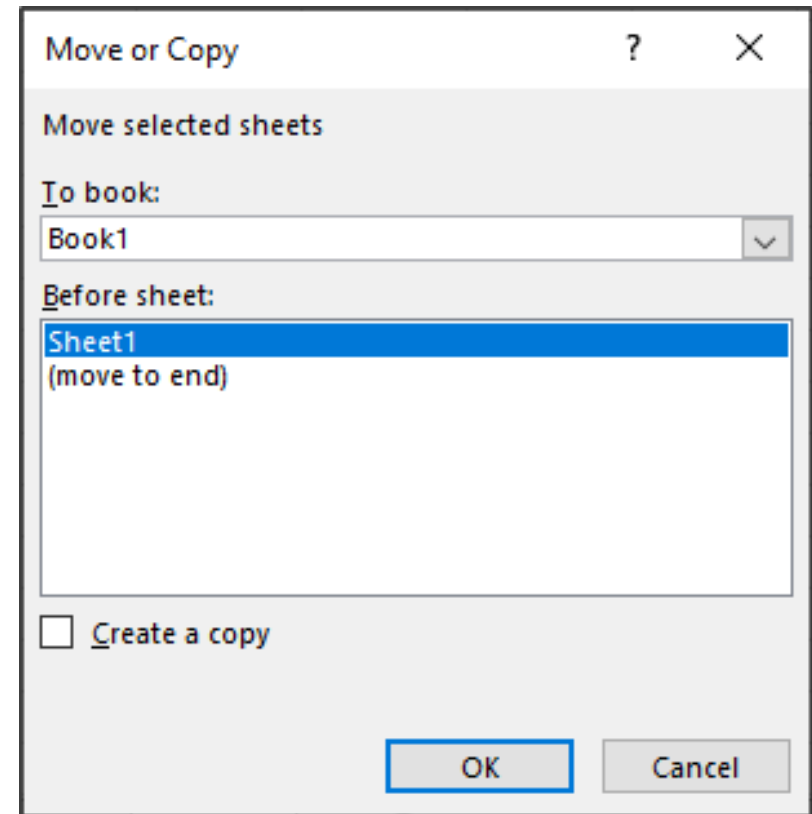


# Move or Copy Worksheets

- Drag the sheet tab to a new location or use the Move or Copy option
- Duplicate with the Move or Copy option, check the Create a copy box, or hold CTRL while dragging the sheet tab to desired location

# Reuse or Relocate Worksheets

- Right-click worksheet tab > select Move or Copy to relocate
- Drag the worksheet tab to move it, or CTRL+drag the tab to copy it to the other workbook





# Unit 1 Work with Excel Study Guide Complete

Topic	Explanation
<b>Startup and Application Window</b>	
Startup Screen	The screen that appears when Excel starts, from which you can open a workbook, start a new blank workbook, or create a new workbook based on a template.
File Tab	Opens the Backstage view.
Ribbon	A collection of tabs that contains buttons, menus, and other controls you use to perform certain actions in Excel.
Quick Access Toolbar (QAT)	Located above the Ribbon, provides quick and customizable access to frequently used commands.
Title Bar	<ul style="list-style-type: none"> <li>Located at the top of the screen, indicates the contents of the window.</li> <li>May also show the text <i>[Compatibility Mode]</i> if the workbook you are using has been saved to be compatible with a previous version of Excel.</li> </ul>
Minimize, Maximize/Restore Down, Close	Located in the upper right-hand corner of the window, these buttons enable you to minimize the application window to a button on the taskbar, maximize the program to full screen, restore the window to its original size, or close the application window.
Ribbon Group	Groups of related commands. Some groups include a <b>dialog box launcher</b> button at the bottom right, which opens a dialog box with more commands and options.
Ribbon Display Options	Controls whether to hide or display the Ribbon with the tabs or with both tabs and command buttons.
<b>Worksheet Window</b>	
Name Box	Displays the cell address of the active cell.
Insert Function	Opens a dialog box to help you choose and insert a built-in function.
Formula Bar	Displays the contents of the active cell and can be used to add or edit data.
Active Cell	The selected cell into which values will be inserted. Only one cell can be the active cell at any given time.
Column Headings	Sequential letters at the top of each column enable you to identify columns.
Row Headings	Sequential numbers on the left side of each row enable you to identify rows.
Sheet Tab	The rectangular box at the bottom of a worksheet by which the worksheet is accessed and identified.
Status Bar	Displays the current cell mode, auto calculations, the View buttons, and the Zoom slider.
Scroll Bars	Scrolls the spreadsheet to view content that is offscreen and not visible.
View Buttons	Change the on-screen views for the worksheet: Normal, Page Layout, and Page Break Preview.
Zoom Slider	Drag the slider button to choose a particular zoom percentage or use the buttons at either side of the slider.

<b>Ribbon</b>	
Ribbon tab	Commands are arranged in tabs that appear on the Ribbon, and each tab's commands relate to a specific type of activity.
Contextual tab	Tabs that appear only when they are applicable.
More button	Opens a gallery.
Gallery	Type of menu in the ribbon that displays multiple formatting options.
Live Preview	Changing the selected content on the worksheet when you point at a Gallery formatting option.
Ribbon Display Options	Button to control what displays on the ribbon: Auto-hide, Tabs, Tabs, or Tabs and Commands.
<b>Customize the Quick Access Toolbar</b>	
Method to Position the Quick Access Toolbar	Select <b>Customize Quick Access Toolbar &gt; Show Below the Ribbon.</b>
Method to Customize the QAT	<ul style="list-style-type: none"> <li>Right-click any command in the Ribbon and select <b>Add to Quick Access Toolbar.</b></li> </ul>
Method to Customize the QAT	<ul style="list-style-type: none"> <li>Select <b>Customize Quick Access Toolbar</b> at the end of the QAT and select a command from the displayed list of commands.</li> </ul>
Method to Customize the QAT	<ul style="list-style-type: none"> <li>Select <b>File &gt; Options &gt; Quick Access Toolbar</b> (or select <b>More Commands</b>), select a category from <b>Choose commands from</b>, select a command from the list on the left and select <b>Add</b>, repeat this step for each command you want to add, and then select <b>OK.</b></li> </ul>
<b>Access Workbook Properties</b>	
Metadata	Information about a file that's stored within the file.
Properties	<ul style="list-style-type: none"> <li>Metadata in Excel.</li> <li>Some generated automatically by Excel. Example: the date and time the file was created and last modified.</li> <li>Some you add. Example: a workbook Title.</li> </ul>
To Add or Change Properties	<b>File</b> tab > <b>Info</b> , and then enter the property values.
Access Properties	Select the <b>Show All Properties</b> link at the end of the list of Properties.
Advanced Properties	Select the <b>Properties</b> drop-down menu > <b>Advanced Properties.</b>
<b>Check for Issues</b>	
Document Inspector	Tool used to find hidden or private information in a workbook and report it to you in a report.
Accessibility Checker	Ensure that users with disabilities can access the content in the workbook.
Check Compatibility	Check for features not supported by earlier versions of Excel.
Check Compatibility	Select <b>File &gt; Info &gt; Check for Issues &gt; Check Compatibility.</b>
Inspect a Workbook	Select <b>File &gt; Check for Issues &gt; Inspect Document.</b>
<b>Create a New Workbook</b>	
Methods to Create a New Blank Workbook	<ul style="list-style-type: none"> <li><b>File &gt; New &gt; Blank workbook.</b></li> <li><b>CTRL+N.</b></li> </ul>
<b>Save a Workbook</b>	

Methods to Create a New Workbook from a Template	<b>File &gt; New</b> and then select a template.
When to Save Workbook	<ul style="list-style-type: none"> <li>Frequently while you work.</li> <li>Before quitting Excel.</li> <li>Before turning off your computer.</li> </ul>
Template	A type of workbook that typically contains data, formulas, and formatting, and makes a copy of itself for you to use.
Method to Save a Workbook	<b>File &gt; Save.</b>
Information Needed to Save Workbook	<ul style="list-style-type: none"> <li>File name.</li> <li>Save location.</li> <li>File type.</li> </ul>
Extension	The last four characters in the file name indicate the type of Excel file it is.
.xlsx	Extension for workbook file types.
.xlst	Extension for template file types.
<b>Manage Worksheets</b>	
Worksheet Tab	The selectable area at the bottom of each worksheet with a unique name; selecting the worksheet's tab makes it the active worksheet.
Method to Insert a New Worksheet	<b>Home tab &gt; Cells group &gt; Insert &gt; Insert Sheet.</b>
Delete a Worksheet	<ul style="list-style-type: none"> <li>Right-click (or access the context menu) the sheet tab &gt; <b>Delete.</b></li> </ul>
Rename Worksheet	<ul style="list-style-type: none"> <li>Double-click the existing worksheet tab and enter a new name.</li> </ul>
Move a Worksheet	<ul style="list-style-type: none"> <li>Right-click (or access the context menu) the sheet tab &gt; <b>Move or Copy</b>, select a sheet in the <b>Before sheet</b> list &gt; <b>OK.</b></li> </ul>
Copy a Worksheet	<ul style="list-style-type: none"> <li>Right-click (or access the context menu) the sheet tab &gt; <b>Move or Copy</b>, select a sheet in the <b>Before sheet</b> list &gt; <b>Create a copy</b> checkbox &gt; <b>OK.</b></li> </ul>
Move or Copy to a New Workbook	Right-click the worksheet tab, select <b>Move or Copy</b> , under <b>To book</b> select <b>(new book)</b> , if you want to retain the worksheet in the original workbook, select the <b>Create a copy</b> checkbox, <b>OK.</b>
Move to Another Workbook	Arrange two workbooks side-by-side and then: <ul style="list-style-type: none"> <li>To move a sheet, drag its worksheet tab to the other workbook.</li> </ul>
<b>Move or Copy Worksheets</b>	
Move or Copy Worksheets	Change the sequence in which the worksheets appear in a workbook to help organize multi-worksheet workbooks.
Move Within Workbook	<ul style="list-style-type: none"> <li>Right-click (or access the context menu) the sheet tab and select <b>Move or Copy</b>, select a sheet in the <b>Before sheet</b> list, and then select <b>OK.</b></li> </ul>
Copy Within Workbook	<ul style="list-style-type: none"> <li>Right-click (or access the context menu) the sheet tab and select <b>Move or Copy</b>, select a sheet in the <b>Before sheet</b> list, select the <b>Create a copy</b> checkbox, and then select <b>OK.</b></li> </ul>

# Unit 1 Work with Excel Study Guide

## Fill-In Explanation

Topic	Explanation
<b>Startup and Application Window</b>	
Startup Screen	
File Tab	
Ribbon	
Quick Access Toolbar (QAT)	
Title Bar	
Minimize, Maximize/Restore Down, Close	
Ribbon Group	
Ribbon Display Options	
<b>Worksheet Window</b>	
Name Box	
Insert Function	
Formula Bar	
Active Cell	
Column Headings	
Row Headings	
Sheet Tab	
Status Bar	
Scroll Bars	
View Buttons	
Zoom Slider	
<b>Ribbon</b>	
Ribbon tab	
Contextual tab	
More button	
Gallery	
Live Preview	
Ribbon Display Options	
<b>Customize the Quick Access Toolbar</b>	
Method to Position the Quick Access Toolbar	
Method to Customize the QAT	
Method to Customize the QAT	
Method to Customize the QAT	
<b>Access Workbook Properties</b>	

Metadata	
Properties	
To Add or Change Properties	
Access Properties	
Advanced Properties	
<b>Check for Issues</b>	
Document Inspector	
Accessibility Checker	
Check Compatibility	
Check Compatibility	
Inspect a Workbook	
<b>Create a New Workbook</b>	
Methods to Create a New Blank Workbook	
Methods to Create a New Workbook from a Template	
<b>Save a Workbook</b>	
When to Save Workbook	
Template	
Method to Save a Workbook	
Information Needed to Save Workbook	
Extension	
.xlsx	
.xlt	
<b>Manage Worksheets</b>	
Worksheet Tab	
Method to Insert a New Worksheet	
Delete a Worksheet	
Rename Worksheet	
Move a Worksheet	
Copy a Worksheet	
Move or Copy to a New Workbook	
Move to Another Workbook	
<b>Move or Copy Worksheets</b>	
Move or Copy Worksheets	
Move Within Workbook	
Copy Within Workbook	

# Unit 1 Work with Excel Study Guide

## Fill-In Topic

Topic	Explanation
<b>Startup and Application Window</b>	
	The screen that appears when Excel starts, from which you can open a workbook, start a new blank workbook, or create a new workbook based on a template.
	Opens the Backstage view.
	A collection of tabs that contains buttons, menus, and other controls you use to perform certain actions in Excel.
	Located above the Ribbon, provides quick and customizable access to frequently used commands.
	<ul style="list-style-type: none"> <li>Located at the top of the screen, indicates the contents of the window.</li> <li>May also show the text <i>[Compatibility Mode]</i> if the workbook you are using has been saved to be compatible with a previous version of Excel.</li> </ul>
	Located in the upper right-hand corner of the window, these buttons enable you to minimize the application window to a button on the taskbar, maximize the program to full screen, restore the window to its original size, or close the application window.
	Groups of related commands. Some groups include a <b>dialog box launcher</b> button at the bottom right, which opens a dialog box with more commands and options.
	Controls whether to hide or display the Ribbon with the tabs or with both tabs and command buttons.
<b>Worksheet Window</b>	
	Displays the cell address of the active cell.
	Opens a dialog box to help you choose and insert a built-in function.
	Displays the contents of the active cell and can be used to add or edit data.
	The selected cell into which values will be inserted. Only one cell can be the active cell at any given time.
	Sequential letters at the top of each column enable you to identify columns.
	Sequential numbers on the left side of each row enable you to identify rows.
	The rectangular box at the bottom of a worksheet by which the worksheet is accessed and identified.
	Displays the current cell mode, auto calculations, the View buttons, and the Zoom slider.
	Scrolls the spreadsheet to view content that is offscreen and not visible.
	Change the on-screen views for the worksheet: Normal, Page Layout, and Page Break Preview.
	Drag the slider button to choose a particular zoom percentage or use the buttons at either side of the slider.

<b>Ribbon</b>	
	Commands are arranged in tabs that appear on the Ribbon, and each tab's commands relate to a specific type of activity.
	Tabs that appear only when they are applicable.
	Opens a gallery.
	Type of menu in the ribbon that displays multiple formatting options.
	Changing the selected content on the worksheet when you point at a Gallery formatting option.
	Button to control what displays on the ribbon: Auto-hide, Tabs, Tabs, or Tabs and Commands.
<b>Customize the Quick Access Toolbar</b>	
	Select <b>Customize Quick Access Toolbar &gt; Show Below the Ribbon.</b>
	<ul style="list-style-type: none"> <li>Right-click any command in the Ribbon and select <b>Add to Quick Access Toolbar.</b></li> </ul>
	<ul style="list-style-type: none"> <li>Select <b>Customize Quick Access Toolbar</b> at the end of the QAT and select a command from the displayed list of commands.</li> </ul>
	<ul style="list-style-type: none"> <li>Select <b>File &gt; Options &gt; Quick Access Toolbar</b> (or select <b>More Commands</b>), select a category from <b>Choose commands from</b>, select a command from the list on the left and select <b>Add</b>, repeat this step for each command you want to add, and then select <b>OK.</b></li> </ul>
<b>Access Workbook Properties</b>	
	Information about a file that's stored within the file.
	<ul style="list-style-type: none"> <li>Metadata in Excel.</li> <li>Some generated automatically by Excel. Example: the date and time the file was created and last modified.</li> <li>Some you add. Example: a workbook Title.</li> </ul>
	<b>File</b> tab > <b>Info</b> , and then enter the property values.
	Select the <b>Show All Properties</b> link at the end of the list of Properties.
	Select the <b>Properties</b> drop-down menu > <b>Advanced Properties.</b>
<b>Check for Issues</b>	
	Tool used to find hidden or private information in a workbook and report it to you in a report.
	Ensure that users with disabilities can access the content in the workbook.
	Check for features not supported by earlier versions of Excel.
	Select <b>File &gt; Info &gt; Check for Issues &gt; Check Compatibility.</b>
	Select <b>File &gt; Check for Issues &gt; Inspect Document.</b>
<b>Create a New Workbook</b>	
	<ul style="list-style-type: none"> <li><b>File &gt; New &gt; Blank workbook.</b></li> <li><b>CTRL+N.</b></li> </ul>
	<b>File &gt; New</b> and then select a template.

<b>Save a Workbook</b>	
	<ul style="list-style-type: none"> <li>Frequently while you work.</li> <li>Before quitting Excel.</li> <li>Before turning off your computer.</li> </ul>
	A type of workbook that typically contains data, formulas, and formatting, and makes a copy of itself for you to use.
	<b>File &gt; Save.</b>
	<ul style="list-style-type: none"> <li>File name.</li> <li>Save location.</li> <li>File type.</li> </ul>
	The last four characters in the file name indicate the type of Excel file it is.
	Extension for workbook file types.
	Extension for template file types.
<b>Manage Worksheets</b>	
	The selectable area at the bottom of each worksheet with a unique name; selecting the worksheet's tab makes it the active worksheet.
	<b>Home tab &gt; Cells group &gt; Insert &gt; Insert Sheet.</b>
	<ul style="list-style-type: none"> <li>Right-click (or access the context menu) the sheet tab &gt; <b>Delete.</b></li> </ul>
	<ul style="list-style-type: none"> <li>Double-click the existing worksheet tab and enter a new name.</li> </ul>
	<ul style="list-style-type: none"> <li>Right-click (or access the context menu) the sheet tab &gt; <b>Move or Copy</b>, select a sheet in the <b>Before sheet</b> list &gt; <b>OK.</b></li> </ul>
	<ul style="list-style-type: none"> <li>Right-click (or access the context menu) the sheet tab &gt; <b>Move or Copy</b>, select a sheet in the <b>Before sheet</b> list &gt; <b>Create a copy</b> checkbox &gt; <b>OK.</b></li> </ul>
	Right-click the worksheet tab, select <b>Move or Copy</b> , under <b>To book</b> select <b>(new book)</b> , if you want to retain the worksheet in the original workbook, select the <b>Create a copy</b> checkbox, <b>OK.</b>
	Arrange two workbooks side-by-side and then: <ul style="list-style-type: none"> <li>To move a sheet, drag its worksheet tab to the other workbook.</li> </ul>
<b>Move or Copy Worksheets</b>	
	Change the sequence in which the worksheets appear in a workbook to help organize multi-worksheet workbooks.
	<ul style="list-style-type: none"> <li>Right-click (or access the context menu) the sheet tab and select <b>Move or Copy</b>, select a sheet in the <b>Before sheet</b> list, and then select <b>OK.</b></li> </ul>
	<ul style="list-style-type: none"> <li>Right-click (or access the context menu) the sheet tab and select <b>Move or Copy</b>, select a sheet in the <b>Before sheet</b> list, select the <b>Create a copy</b> checkbox, and then select <b>OK.</b></li> </ul>



# Unit 1: Create Project

The Create project is designed to allow the application and demonstration of new knowledge, skills, and personal creativity to produce a project-based result while integrating rubric requirements using a checklist.

**Tip:** While working on your project, remember to save your progress regularly. This will allow you to come back to it later. To continue working, open the document, then launch the platform using the Add-in whenever you're ready.

To begin, review the Project Specifications.

## **Choose from one of the projects below:**

- Create a monthly budget planner for personal or household expenses. Use a table to organize categories such as Income, Rent/Mortgage, Utilities, Groceries, Transportation, and Entertainment.
- Design an event guest list and RSVP tracker for a wedding, birthday party, or corporate event. Include columns for Guest Name, Number of Guests, RSVP Status, Contact Information, and Special Notes.
- Create a weekly fitness log to track daily workouts, including the type of activity, duration, and calories burned.
- Your Own Project Proposal: Propose a project idea of your choice to your instructor for approval. The goal is to develop a creative and feasible project idea that aligns with the course objectives and your interests.

Determine the purpose of the spreadsheet or list and the important information to include, then create a workbook using the following as a guide/checklist.

- ☐ Insert and Delete Columns
- ☐ Insert and Delete Rows
- ☐ Insert and Delete Cells
- ☐ Change Column Width
- ☐ Change Row Height
- ☐ Headers and Footers
- ☐ Split View
- ☐ Freeze Panes
- ☐ Print Options

# Unit 1 Objective Assessment

1) Match the commands to the Ribbon tab where you find them.

- a) Check for Issues
- b) Insert Sheet Rows
- c) Adjust Margins
- d) Freeze Panes
- e) Paste Special
- f) Properties
- g) Print Titles
- h) Page Break Preview

File tab	Home tab	Page Layout tab	View tab
Check for Issues (correct)	Insert Sheet Rows (correct)	Adjust Margins (correct)	Freeze Panes (correct)
Properties (correct)	Paste Special (correct)	Print Titles (correct)	Page Break Preview (correct)

2) George wants to customize Excel so the commands in the Ribbon he uses are all in one toolbar that's always available, no matter what file is open or Ribbon tab is active. What should he do?

- a) **Add the commands to the Quick Access Toolbar. (correct)**
- b) Add the commands to a new, custom Ribbon tab.
- c) Add the commands to an existing Ribbon tab.
- d) It's not possible to customize Excel in this way; he'll need to use the commands where they are in the Ribbon.

3) When you create and save a new workbook, or when you use Save As with an existing workbook, in the Save As window you are asked to provide information about the file. Select the three pieces of information you need to provide.

- a) **File Name (correct)**
- a) **Save location (correct)**
- b) **File Type (correct)**
- c) Sharing setting
- d) Worksheet protection setting
- e) Extension
- f) File size
- g) Title

4) Select the three tools that are available when you select Inspect Workbook > Check for Issues.

- a) **Inspect Document (correct)**
- b) **Check Accessibility (correct)**
- c) **Check Compatibility (correct)**
- d) Check File Size
- e) Check Versions
- f) Inspect Functions
- g) Protect Workbook

5) Match the numbers to the descriptions of worksheet navigation elements.

- a) 1
- b) 2
- c) 3
- d) 4
- e) 5

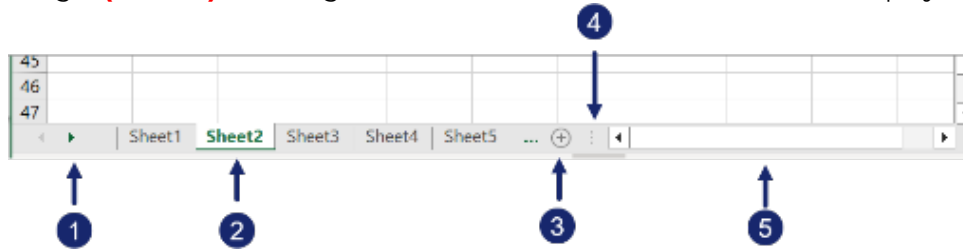
Use **1 (correct)** to scroll sheet tabs to the right to view Sheet6

**2 (correct)** is the active sheet

Use **5 (correct)** to scroll the sheet to view columns that are off screen

Use **3 (correct)** to create a new sheet to the right of the active sheet

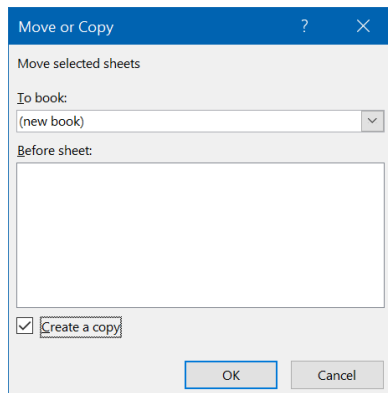
Drag **4 (correct)** to the right to resize the horizontal scroll bar and display more sheets



- 6) Alice wants to duplicate a worksheet in her workbook so she can use it as the starting point for a new sheet that's very similar to the original. Select all the actions she can do that will accomplish this.

- a) **Ctrl + drag the worksheet tab (correct)**
- b) **Right-click the worksheet tab > Move or Copy > Create a copy (correct)**
- c) Select the worksheet, Ctrl+C
- d) Home tab > Cells group > Copy worksheet

- 7) What will the action in the Move or Copy dialog box in the following screenshot do?



- a) Copy the worksheet to an existing workbook
  - b) Move the worksheet to an existing workbook
  - c) **Copy the worksheet to a new workbook (correct)**
  - d) Move the worksheet to a new workbook
  - e) Copy the worksheet to the current workbook
- 8) Malis wants to copy and paste the contents of cell A1 to cell B1 without the cell formatting or formulas. Select the Paste Special option that will accomplish this.
- a) Values & Number Formatting
  - b) **Values (correct)**
  - c) Formulas
  - d) Transpose
  - e) Remove formatting
  - f) Keep Source Column Widths
- 9) Elizabeth wants to copy a range and paste it so the rows become columns and the columns become rows (as shown). What Paste Special option will accomplish this?
- a) Values & Number Formatting
  - b) Values

- c) Formulas
- d) **Transpose (correct)**
- e) Remove formatting
- f) Keep Source Column Widths

10) Fill in the blank with the correct words.

D	E	F
	January	

Using Auto Fill on cell E1 that contains the value January as shown, the value in cell E2 will be:  
**February (correct)**

D	E	F
	1	
	3	

Using Auto Fill with E1:E2 as starting values that contain the values 1 and 3, respectively as shown, the value in cell E3 will be: **5 (correct)**

- January
- February
- 4
- 5

11) Sam wants to insert three columns before column B. What's their first step?

- a) Right-click column B
- b) Select columns A, B, and C
- c) **Select columns B, C, and D (correct)**
- d) Select B1

12) What will happen when Mary right-clicks on the selected rows 5 through 7 and selects Insert?

	A	B	C
1	Date	Expense	Amount
2	2/16/2023	Hotel	\$ 256
3	2/16/2023	Car	\$ 315
4	2/16/2023	Flight	\$ 129
5	2/17/2023	Hotel	\$ 860
6	2/17/2023	Car	\$ 146
7	2/17/2023	Flight	\$ 1,250
8	2/18/2023	Hotel	\$ 346
9	2/18/2023	Car	\$ -
10	2/18/2023	Flight	\$ 998
11	2/19/2023	Hotel	\$ 800
12	2/19/2023	Car	\$ -
13	2/19/2023	Flight	\$ 1,600

- a) One row will be inserted before row 5
- b) One row will be inserted after row 7

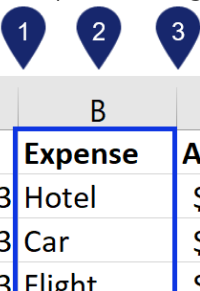
- c) **Three rows will be inserted before row 5 (correct)**
- d) Three rows will be inserted after row 7

13) Mary just noticed that the dates in her worksheet aren't aligned with the values in the Expense and Amount columns, for example, the value in A3 should be with the values in B2 and C2. What can she do to correct this?

- a) Delete row 2
- b) Insert a row before row 1
- c) Delete cell A2 and Shift cells right
- d) Delete cell A2 and Shift cells down
- e) **Delete cell A2 and Shift cells up (correct)**
- f) Delete cell A2 and Shift cells left

	A	B	C
1	<b>Date</b>	<b>Expense</b>	<b>Amount</b>
2		Hotel	\$ 256
3	2/16/2023	Car	\$ 315
4	2/16/2023	Flight	\$ 129
5	2/16/2023	Hotel	\$ 860
6	2/17/2023	Car	\$ 146
7	2/17/2023	Flight	\$ 1,250
8	2/17/2023	Hotel	\$ 346
9	2/18/2023	Car	\$ -
10	2/18/2023	Flight	\$ 998
11	2/18/2023	Hotel	\$ 800
12	2/19/2023	Car	\$ -
13	2/19/2023	Flight	\$ 1,600
14	2/19/2023		
15			

14) What are the basic steps to change the width of column B?



A	B	C
<b>Date</b>	<b>Expense</b>	<b>Amount</b>
2/16/2023	Hotel	\$ 256
2/16/2023	Car	\$ 315
2/16/2023	Flight	\$ 129
2/17/2023	Hotel	\$ 860

- a) Drag the left border of the column header (1)
- b) **Drag the right border of the column header (1) (correct)**
- c) **Select the column header (2) and then right-click > Column Width (or use ribbon options) (correct)**
- d) Select the cells in column (4) and then right-click > Column Width (or use ribbon options)

15) What will happen when Mary drags the bottom edge of the row heading for row 5 down until the tooltip displays 26?

	A	B	C
1	<b>Date</b>	<b>Expense</b>	<b>Amount</b>
2	2/16/2023	Hotel	\$ 256
3	2/16/2023	Car	\$ 315
4	2/16/2023	Flight	\$ 129
5	2/17/2023	Hotel	\$ 860
6	2/17/2023	Car	\$ 146
7	2/17/2023	Flight	\$ 1,250
8	2/18/2023	Hotel	\$ 346

- The height of row 5 will change to 26, the other rows will remain the same
- The height of rows 5, 6, and 7 will change to 26 (correct)**
- Row 5 will be moved below row 7
- Rows 5, 6, and 7 will move to row 26

16) Marcel wants to use an Excel view where he can enter header and footer information, change print settings like margins and paper size, and see instantly what his worksheet will look like when printed. What view should he use?

- Page Layout (correct)**
- Print Preview
- Normal
- Page Break Preview
- Print Layout

17) What view or feature allows 2 or 4 panes on a worksheet that you can scroll separately, and is depicted in this screenshot?

- Split (correct)**
- Freeze Panes
- Tile Windows
- Arrange All
- Arrange Windows
- Multiple Pane View

18) Knowing that you can change the View as required, review the following terms and descriptions and match the terms to correctly identify when you would use each view.

- Normal
- Page Break Preview
- Page Layout

**Normal (correct)** Focus on entering data in a spreadsheet

**Page Break Preview (correct)** Change how multiple pages print: rows and then columns, or columns and then rows

**Page Layout (correct)** Add header and footer information and view how the entire page will look when printed

- 19) Marcie wants to freeze panes in her worksheet so when she scrolls in her worksheet, column A and row 1 always show. What should she do?

	A	B	C	D	E	F
1	Team	Monday	Tuesday	Wednesday	Thursday	Friday
2	Team A					
3	Team B					
4	Team C					
5						

- Select Freeze Panes > Freeze Top Row, and then select Freeze Panes > Freeze First Column
  - Select cell B2 and then select Freeze Panes > Freeze Panes (correct)**
  - Select row 1 and column A, then select Freeze Panes > Freeze Selected
  - Open the Freeze Panes dialog box and enter Row: 1, Column: A
- 20) To manually remove a manually inserted page break, what do you select before you select Breaks > Remove Page Break?
- The worksheet
  - The same cell used to create the page break (correct)**
  - The cells on that sheet you want to print
  - The row one row above the page break
- 21) Match the terms to the definitions.
- Margin
  - Area
  - Orientation
  - Titles
  - Break

**Margin (correct)** – The amount of white space from the edge of the page

**Orientation (correct)** – Portrait and Landscape are types of this

**Area (correct)** – A specified range to print

**Titles (correct)** – Rows and/or columns that appear at the top/left of every page of printed output

**Break (correct)** - Specific place where a new page should start

- 22) Fill in the blanks with the correct words.

The Page Setup dialog box contains some commands that aren't available in the **Ribbon (correct)**.

Specify a **Scaling (correct)** percentage to magnify or shrink the size of the worksheet proportionally.

Use the **Fit (correct)** option to fit the worksheet into the specified number of pages.

Enter the distance between the Header and Footer and the top/bottom edge of the page on the **Margins (correct)** tab.

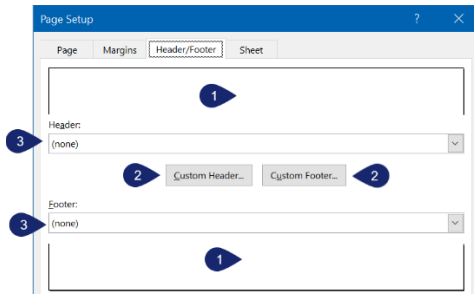
Adjust the **Page (correct)** order to change whether Excel prints down the rows first, or across the columns first.

Select Print **Gridlines (correct)** to display or print the lines around each cell.

Select Print **Headings (correct)** to print column letters (A, B, C) and row numbers (1, 2, 3).

- Ribbon
- Scaling
- Fit
- Margins
- Gridlines
- Page
- Headings

23) Fill in the blanks with the correct number using the graphic as a reference.



Enter your own text or enter codes that automatically insert information like the page number or sheet name **2 (correct)**

Choose from a list of pre-created headers or footers **3 (correct)**

View the preview of the header or footer **1 (correct)**

- 1
- 2
- 3

24) Fill in the blanks with the correct word

Select one or more worksheets and then, on the Print screen, select **Print Active Sheets (correct)**





Select a range of cells and then, on the Print screen, select **Print Selection (correct)**

Select a range of cells and then designate it as a **Print Area (correct)** on the Page Layout tab

- Print Area
- Print Active Sheets
- Print Selection



# Unit 1 Key Terms

Term	Definition
<b>Accessibility Checker</b>	A tool used to find issues that might make it difficult for users with disabilities to access the content in the workbook.
<b>Active Cell</b>	The cell where you are entering data.
<b>Auto Fill</b>	Use to copy data or continue sequential patterns in entered data.
<b>AutoFit</b>	Change a row's height or column's width to fit the contents.
<b>Column Headings</b>	Sequential letters at the top of each column enable you to identify columns.
<b>Contextual Tab</b>	Tabs that appear only when they are applicable.
<b>Custom Views</b>	Allows you to save your current page layout settings with a name so that you can re-activate them later.
<b>Document Inspector</b>	A tool used to find hidden or private information in a workbook and report it to you in a report.
<b>Extension</b>	The last four characters in the file name that indicate the type of Excel file it is.
<b>File Tab</b>	Select the File tab to open the Backstage view.
<b>Footers</b>	Footers appear at the bottom of every printed page.
<b>Formula Bar</b>	Displays the contents of the active cell and can be used to add or edit data.
<b>Formulas</b>	Formulas are composed of values, cell references, arithmetic operators, and special functions for calculating and displaying results.
<b>Freeze Panes</b>	Locks in place the rows above and the columns to the left of a selected cell.
<b>Gallery</b>	Type of menu in the ribbon that displays multiple formatting options.
<b>Headers</b>	Appear at the top of every printed page.
<b>Insert Function</b>	Opens a dialog box to help you choose and insert a built-in function.
<b>Metadata</b>	Information about a file that's stored within the file.
<b>Minimize, Maximize/Restore Down, Close</b>	Located in the upper right-hand corner of the window, these buttons enable you to minimize (  ) the application window to a button on the taskbar, maximize (  ) the program to full screen, restore (  ) the window to its original size, or close (  ) the application window.
<b>More Button</b>	Button that opens a gallery.
<b>Name Box</b>	Displays the cell address of the active cell.

<b>Normal View</b>	The default view used for entering data and working with data.
<b>Numeric</b>	Numbers, date, or time values, aligns to the right by default.
<b>Page Break Preview view</b>	Used to manage and control vertical and horizontal page breaks.
<b>Page Layout</b>	A tab on the Ribbon where you find controls and settings for printing.
<b>Page Layout View</b>	Use to add header and footer information, change margins and layout, and adjust how the printed document will appear.
<b>Paste Special</b>	Paste options to control components of what is pasted.
<b>Print Titles</b>	Specifies rows or columns (or both) to print on every page of the printed output.
<b>Properties</b>	Metadata in Excel, some that's generated automatically by Excel (such as the date and time the file was created and last modified, who created it, and the size of the file), and some you add (such as a workbook Title or your company name).
<b>Quick Access Toolbar (QAT)</b>	Located above the Ribbon, the QAT provides quick and customizable access to frequently used commands.
<b>Ribbon</b>	A collection of tabs (such as File, Home, and Insert) that provides quick access to commands used to complete a task. Each Ribbon tab relates to a type of activity.
<b>Ribbon Display Options</b>	Button to control what displays on the ribbon: Auto-hide, Tabs, Tabs, or Tabs and Commands.
<b>Ribbon Group</b>	Each Ribbon tab contains groups of related commands to edit, format, or enhance items in your documents. Some groups include a dialog box launcher button at the bottom right which opens a dialog box or pane with more commands and options.
<b>Ribbon Tab</b>	Commands are arranged in tabs that appear on the Ribbon, and each tab's commands relate to a specific type of activity.
<b>Row Headings</b>	Sequential numbers on the left side of each row enable you to identify rows.
<b>Scroll Bars</b>	Scrolls the spreadsheet to view content that is offscreen and not visible.
<b>Sheet Tab</b>	The rectangular box at the bottom of a worksheet by which the worksheet is accessed and identified.
<b>Split</b>	Splits the worksheet into two or four panes based on the cell pointer position.
<b>Status Bar</b>	Displays the current cell mode, auto calculations, the View buttons, and the Zoom slider.
<b>Template</b>	A type of workbook that typically contains data, formulas, and formatting, and makes a copy of itself for you to use.
<b>Text</b>	Alphabetic and numeric characters and most printable symbols, aligns to the left by default.

<b>Title Bar</b>	Located at the top of the screen, the title bar indicates the contents of the window.
<b>View Buttons</b>	Change the on-screen views for the worksheet: Normal, Page Layout, and Page Break Preview.
<b>Zoom Slider</b>	Drag the slider button to choose a particular zoom percentage or use the buttons at either side of the slider.

# Unit 1: Unplugged Activities

## Instructor Guide

### Instructions

Below are a variety of offline activities to choose from to support learning in the unit. Choose activities to enhance learning in the classroom.

#### Activity 1: Word Search

Distribute pages 2-4 to the learners.

**With Words** - Use this word search to reinforce the key terms in the unit. An answer key is provided.

**With Clues** - Use this word search to challenge learners to find key terms in the unit using clues. An answer key is provided.

#### Activity 2: Crossword Puzzle

Distribute pages 2-3 to the learners.

Have learners solve the crossword puzzle by reading clues and filling in the answer with key terms from the unit. An answer key is provided.

#### Activity 3: Spreadsheet Grid

The object of this activity is to help learners understand the concept of cell data, its types, and practical applications.

#### Activity 4: Collaborative Workbook

The object of this activity is to simulate the process of creating a workbook without using a computer.

# Unit 1: Unplugged Activity

## Activity 1: Word Search

Distribute pages 2-4 to the learners.

**With Words** - Use this word search to reinforce the key terms in the unit. An answer key is provided.

**With Clues** - Use this word search to challenge learners to find key terms in the unit using clues. An answer key is provided.

# Word Search with Words

Complete the following word search by finding and circling all the words in the box below the puzzle. Words can be in any direction.



# Word Search Clues

Fill in the words to match the clues, then find those words in the word search puzzle.

WORD	CLUE
	The place at the intersection of every row and column that holds a single value, label, or formula, and might also contain comments, formatting, and other related data.
	A unique combination of the letter and number of the column and row that intersect at the cell.
	A temporary storage location in Excel.
	Sequential letters at the top of each column enable you to identify columns.
	Tabs that appear only when they are applicable.
	Places the copied values on the Clipboard.
	Marks the contents of a cell or a range of cells for removal and places a copy on the Clipboard.
	The last four characters in the file name that indicate the type of Excel file it is.
	Appear at the bottom of every printed page.
	Displays the contents of the active cell and can be used to add or edit data.
	Composed of values, cell references, arithmetic operators, and special functions for calculating and displaying results.
	Type of menu in the ribbon that displays multiple formatting options.
	Appear at the top of every printed page.
	The amount of white space from the edge of the page.
	Information about a file that's stored within the file.
	Displays the cell address of the active cell.
	Numbers, date, or time values, aligns to the right by default.
	Portrait (vertical) or Landscape (horizontal).
	Places the contents of Clipboard into the new cell location, replacing any data already in the new cell location.
	Located above the Ribbon and provides quick and customizable access to frequently used commands.
	A rectangular section of a worksheet containing two or more cells.
	Reference for a range, including the top top-leftmost cell address, a colon (:), and then the bottom-rightmost cell address.
	A collection of tabs that provides quick access to commands used to complete a task. Each Ribbon tab relates to a type of activity.
	Each Ribbon tab contains groups of related commands to edit, format, or enhance items in your documents.
	Commands are arranged in tabs that appear on the Ribbon, and each tab's commands relate to a specific type of activity.
	Sequential numbers on the left side of each row enable you to identify rows.
	A type of workbook that typically contains data, formulas, and formatting, and makes a copy of itself for you to use.
	Located at the top of the screen, the title bar indicates the contents of the window.
	An Excel file that contains one or more worksheets.
	A two-dimensional arrangement of cells in rows and columns in an Excel workbook that holds data.
	Change the magnification percentage for viewing.
	The place at the intersection of every row and column that holds a single value, label, or formula, and might also contain comments, formatting, and other related data.
	A unique combination of the letter and number of the column and row that intersect at the cell.
	A temporary storage location in Excel.
	Sequential letters at the top of each column enable you to identify columns.

# Word Search with Clues

Complete the following word search by finding and circling the words that fit the clues below. Words can be in any direction.





# Activity 1: Word Search Answer Key



# Word Search with Clues Answer Key

ANSWER KEY	CLUE
<b>CELL</b>	The place at the intersection of every row and column that holds a single value, label, or formula, and might also contain comments, formatting, and other related data.
<b>CELL ADDRESS</b>	A unique combination of the letter and number of the column and row that intersect at the cell.
<b>CLIPBOARD</b>	A temporary storage location in Excel.
<b>COLUMN HEADINGS</b>	Sequential letters at the top of each column enable you to identify columns.
<b>CONTEXTUAL TAB</b>	Tabs that appear only when they are applicable.
<b>COPY</b>	Places the copied values on the Clipboard.
<b>CUT</b>	Marks the contents of a cell or a range of cells for removal and places a copy on the Clipboard.
<b>EXTENSION</b>	The last four characters in the file name that indicate the type of Excel file it is.
<b>FOOTERS</b>	Appear at the bottom of every printed page.
<b>FORMULA BAR</b>	Displays the contents of the active cell and can be used to add or edit data.
<b>FORMULAS</b>	Composed of values, cell references, arithmetic operators, and special functions for calculating and displaying results.
<b>GALLERY</b>	Type of menu in the ribbon that displays multiple formatting options.
<b>HEADERS</b>	Appear at the top of every printed page.
<b>MARGINS</b>	The amount of white space from the edge of the page.
<b>METADATA</b>	Information about a file that's stored within the file.
<b>NAME BOX</b>	Displays the cell address of the active cell.
<b>NUMERIC</b>	Numbers, date, or time values, aligns to the right by default.
<b>ORIENTATION</b>	Portrait (vertical) or Landscape (horizontal).
<b>PASTE</b>	Places the contents of Clipboard into the new cell location, replacing any data already in the new cell location.
<b>QAT</b>	Located above the Ribbon and provides quick and customizable access to frequently used commands.
<b>RANGE</b>	A rectangular section of a worksheet containing two or more cells.
<b>RANGE ADDRESS</b>	Reference for a range, including the top top-leftmost cell address, a colon (:), and then the bottom-rightmost cell address.
<b>RIBBON</b>	A collection of tabs that provides quick access to commands used to complete a task. Each Ribbon tab relates to a type of activity.
<b>RIBBON GROUP</b>	Each Ribbon tab contains groups of related commands to edit, format, or enhance items in your documents.
<b>RIBBON TAB</b>	Commands are arranged in tabs that appear on the Ribbon, and each tab's commands relate to a specific type of activity.
<b>ROW HEADINGS</b>	Sequential numbers on the left side of each row enable you to identify rows.
<b>TEMPLATE</b>	A type of workbook that typically contains data, formulas, and formatting, and makes a copy of itself for you to use.
<b>TITLEBAR</b>	Located at the top of the screen, the title bar indicates the contents of the window.
<b>WORKBOOK</b>	An Excel file that contains one or more worksheets.
<b>WORKSHEET</b>	A two-dimensional arrangement of cells in rows and columns in an Excel workbook that holds data.
<b>ZOOM</b>	Change the magnification percentage for viewing.

# Unit 1: Unplugged Activity

## Activity 2: Crossword Puzzle

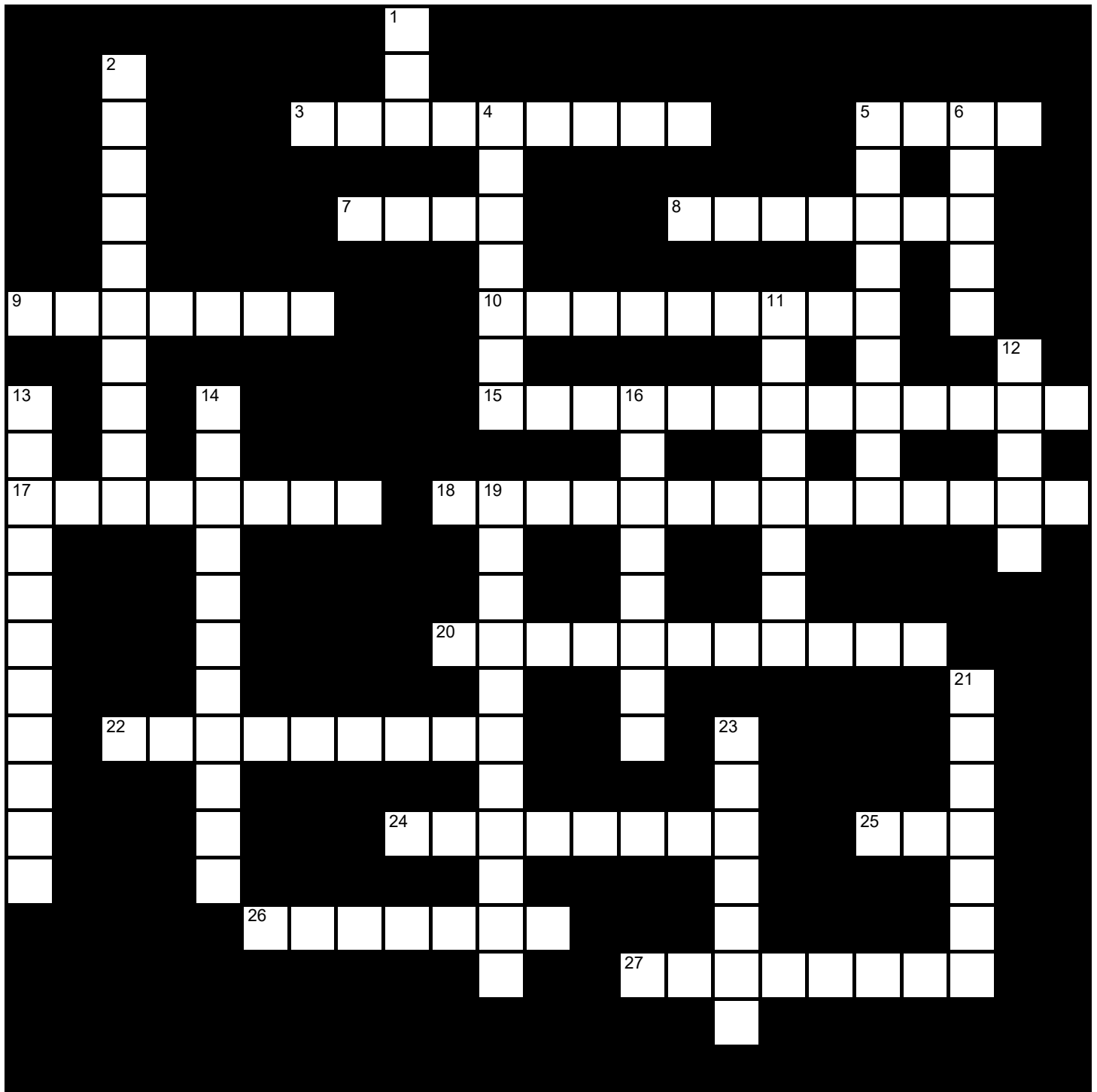
Distribute pages 2-3 to the learners.

Have learners solve the crossword puzzle by reading clues and filling in the answer with key terms from the unit.

An answer key is provided.

# Crossword Puzzle

Use the clues to solve the crossword puzzle.



# Crossword Clues

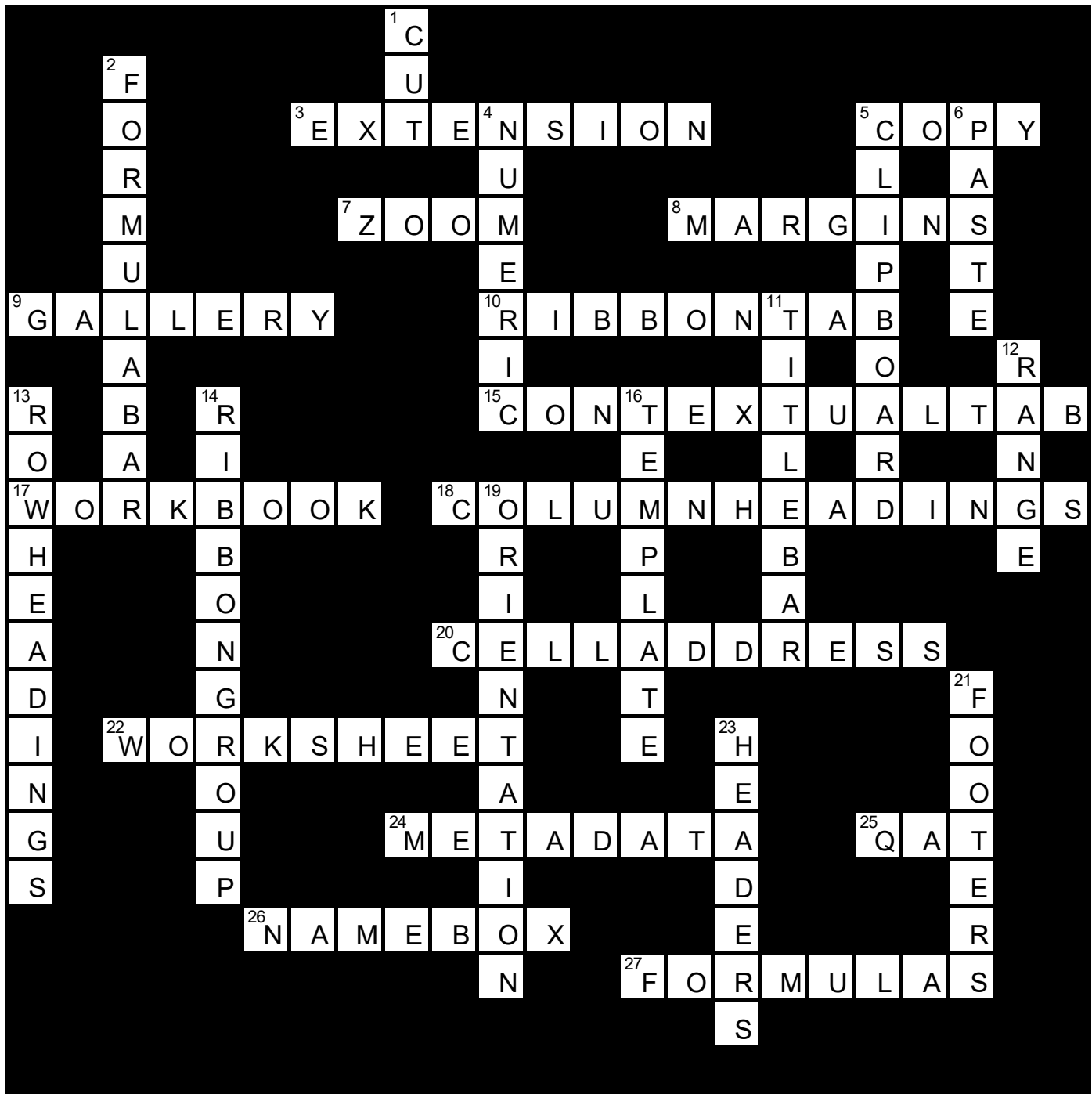
## Across

- 3** The last four characters in the file name that indicate the type of Excel file it is. (9)
- 5** Places the copied values on the Clipboard. (4)
- 7** Change the magnification percentage for viewing. (4)
- 8** The amount of white space from the edge of the page. (7)
- 9** Type of menu in the ribbon that displays multiple formatting options. (7)
- 10** Commands are arranged in tabs that appear on the Ribbon, and each tab's commands relate to a specific type of activity. (9)
- 15** Tabs that appear only when they are applicable. (13)
- 17** An Excel file that contains one or more worksheets. (8)
- 18** Sequential letters at the top of each column enable you to identify columns. (14)
- 20** A unique combination of the letter and number of the column and row that intersect at the cell. (11)
- 22** A two-dimensional arrangement of cells in rows and columns in an Excel workbook that holds data. (9)
- 24** Information about a file that's stored within the file. (8)
- 25** Located above the Ribbon and provides quick and customizable access to frequently used commands. (3)
- 26** Displays the cell address of the active cell. (7)
- 27** Composed of values, cell references, arithmetic operators, and special functions for calculating and displaying results. (8)

## Down

- 1** Marks the contents of a cell or a range of cells for removal and places a copy on the Clipboard. (3)
- 2** Displays the contents of the active cell and can be used to add or edit data. (10)
- 4** Numbers, date, or time values, aligns to the right by default. (7)
- 5** A temporary storage location in Excel. (9)
- 6** Places the contents of Clipboard into the new cell location, replacing any data already in the new cell location. (5)
- 11** Located at the top of the screen, the title bar indicates the contents of the window. (8)
- 12** A rectangular section of a worksheet containing two or more cells. (5)
- 13** Sequential numbers on the left side of each row enable you to identify rows. (11)
- 14** Each Ribbon tab contains groups of related commands to edit, format, or enhance items in your documents. (11)
- 16** A type of workbook that typically contains data, formulas, and formatting, and makes a copy of itself for you to use. (8)
- 19** Portrait (vertical) or Landscape (horizontal). (11)
- 21** Appear at the bottom of every printed page. (7)
- 23** Appear at the top of every printed page. (7)

## Activity 2: Crossword Puzzle Answer Key



**Across:** 1 STRUCTUREDREFERENCE, 7 FORMATPAINTER, 13 AUTOFILTERICON, 14 INDENTED, **Across:** 3 EXTENSION, 5 COPY, 7 ZOOM, 8 MARGINS, 9 GALLERY, 10 RIBBONTAB, 15 CONTEXTUALTAB, 17 WORKBOOK, 18 COLUMNHEADINGS, 20 CELLADDRESS, 22 WORKSHEET, 24 METADATA, 25 QAT, 26 NAMEBOX, 27 FORMULAS.

**Down:** 1 CUT, 2 FORMULABAR, 4 NUMERIC, 5 CLIPBOARD, 6 PASTE, 11 TITLEBAR, 12 RANGE, 13 ROWHEADINGS, 14 RIBBONGROUP, 16 TEMPLATE, 19 ORIENTATION, 21 FOOTERS, 23 HEADERS.

# Unit 1: Unplugged Activity

## Activity 3: Spreadsheet Grid

Objective: To help learners understand the concept of cell data, its types, and practical applications.

Materials Needed:

- Blank sheets of paper.
- A ruler or a template if available.
- Writing utensils or a printer if you want a more professional-looking grid.

Instructions:

Draw Grid Lines:

- Take a blank sheet of paper.
- Using a ruler (or a template), draw horizontal and vertical lines to create a grid.
- Typically, you would create rows labeled with numbers (1, 2, 3...) and columns labeled with letters (A, B, C...), just like in Excel.

Add Headers:

- Label the top row with the column headers (e.g., "A," "B," "C," etc.) to mimic Excel's column headers.
- Label the leftmost column with row numbers (e.g., "1," "2," "3," etc.) to mimic Excel's row numbers.

Define Data Types:

- In the first row, you can add labels to represent different data types such as "Numbers," "Dates," "Text," and any other types you want to include.

# Unit 1: Unplugged Activity

## Activity 4: Collaborative Workbook

Objective: To simulate the process of creating a workbook without using a computer.

Materials Needed:

- Paper or whiteboard
- Markers
- Printed grid or blank paper resembling an Excel spreadsheet (optional)

Instructions:

- Begin with a brief discussion about the concept of Excel workbooks and worksheets. Explain that you'll be simulating the creation of a workbook on paper without using a computer.
- Divide the learners into small groups or pairs. Each group represents a team responsible for creating a workbook.
- Provide each group with a blank sheet of paper or a printed grid that resembles an Excel worksheet.
- Assign each group a specific task or project, similar to the extension activity mentioned earlier. For example, creating a budget, a class schedule, or a simple inventory.
- Instruct the groups to design and draw their workbook structure on paper. This includes deciding on the number of sheets (worksheets), labeling them, and sketching the layout.
- Ask each group to populate their workbook with data. They can use markers or pens to write data in cells on paper.
- Discuss the concept of formatting in Excel. Allow groups to use different colors, patterns, or symbols to represent formatting. For instance, shading cells to indicate important data.
- After a set time, ask each group to present their "workbook" to the class.
- Encourage discussions about the challenges they faced, what they learned about planning a workbook, and how the structure and data in their paper workbook compare to a real Excel workbook.
- Facilitate a discussion about the similarities and differences between working on paper and working in Excel. Discuss the advantages and limitations of each approach.



# Excel Associate Course Key Terms

Term	Definition
<b>Accessibility Checker</b>	A tool used to find issues that might make it difficult for users with disabilities to access the content in the workbook.
<b>Active Cell</b>	The cell where you are entering data.
<b>Alignment</b>	Refers to the position or placement of data within the cell; you can align the cell contents horizontally or vertically.
<b>Auto Fill</b>	Use to copy data or continue sequential patterns in entered data.
<b>AutoFilter</b>	Finds and displays the rows where the value in the selected column meets your specified criteria.
<b>AutoFilter Icon</b>	An arrow that appears next to each column title and can be used to apply various options.
<b>AutoFit</b>	Change a row's height or column's width to fit the contents.
<b>Banding</b>	Use different color shades for alternating rows.
<b>Borders</b>	The line type or style that can be applied to one or more cells.
<b>Built-in Custom Lists</b>	Sort data by specific order such as weekdays or months.
<b>Cell Range</b>	A rectangular block of cells. You refer to a cell range by listing the addresses of two cells at opposite corners of the range, separated by a colon (:).
<b>Cell Reference</b>	The column and row coordinates which comprise a cell address. For example, the cell reference A1 indicates a cell at the intersection of column A and row 1.
<b>Cell Styles</b>	A grouping of specific format settings for a cell.
<b>Chart</b>	A chart is a pictorial representation of the data you enter in a worksheet. Often, a chart can be a more descriptive way of representing your data.
<b>Clear</b>	Use to remove the contents (or certain components that you choose) from the cell or a range of cells.
<b>Column Headings</b>	Sequential letters at the top of each column enable you to identify columns.
<b>Comma Separated Value (CSV)</b>	A comma-separated value (CSV) file allows data to be saved in a format that can be used with almost any spreadsheet program.
<b>Comments</b>	A way to add a note or explanation so that other users of the workbook can collaborate.
<b>Conditional Formatting</b>	A tool to use to display the data in cells one way for some values but another way for others.
<b>Contextual Tab</b>	Tabs that appear only when they are applicable.

<b>Convert a Table</b>	Choose to return to a regular set of rows and columns without the table definition.
<b>Custom AutoFilter</b>	Allows you to specify exactly how you want to filter the data.
<b>Custom Views</b>	Allows you to save your current page layout settings with a name so that you can re-activate them later.
<b>Document Inspector</b>	A tool used to find hidden or private information in a workbook and report it to you in a report.
<b>Excel Table</b>	A structured and pre-formatted dynamic range of cells that has its own name.
<b>Export</b>	When you export data, it is the removal and conversion of raw data from their existing format into a new pre-selected format that is required by the new application.
<b>Extension</b>	The last four characters in the file name that indicate the type of Excel file it is.
<b>File Tab</b>	Select the File tab to open the Backstage view.
<b>Fill Color</b>	A feature that enables you to apply a background color to the selected cell(s).
<b>Fill Patterns</b>	A feature where you can apply a pattern style to the background of the selected cell(s).
<b>Filter</b>	Hide rows of data you are not interested in viewing.
<b>Font</b>	Refers to the typeface of the text characters, such as Times New Roman, Calibri, Century Block, Helvetica, etc.
<b>Footers</b>	Footers appear at the bottom of every printed page.
<b>Format Cells Dialog Box</b>	A dialog box you can activate to select various formatting options for a selected cell(s). This dialog box contains various tabs to address different types of formatting.
<b>Format Painter</b>	A tool that enables you to copy the cell formatting from one area on the worksheet to another.
<b>Formatting</b>	Change the appearance of the data using various features to draw attention to parts of the worksheet, or to make the data presented clearer to understand.
<b>Formula Bar</b>	Displays the contents of the active cell and can be used to add or edit data.
<b>Formulas</b>	Formulas are composed of values, cell references, arithmetic operators, and special functions for calculating and displaying results.
<b>Freeze Panes</b>	Locks in place the rows above and the columns to the left of a selected cell.
<b>Function</b>	A feature designed by Microsoft that enables you to quickly perform a calculation or formula using a specialized function.
<b>Gallery</b>	Type of menu in the ribbon that displays multiple formatting options.

<b>Go To Feature</b>	A quicker method of jumping to a specific cell or object.
<b>Headers</b>	Appear at the top of every printed page.
<b>Hyperlink</b>	A hyperlink is a shortcut to another location in the current workbook, opens a stored document, or opens a page on the internet.
<b>Import</b>	When you import, you bring in information from an outside source into Excel.
<b>Indented</b>	Contents in a cell are positioned at least one character from the left edge of the cell to create an indented appearance.
<b>Insert Function</b>	Opens a dialog box to help you choose and insert a built-in function.
<b>Layer Objects</b>	Arrange objects to create a layer effect.
<b>Legend</b>	Excel will automatically include a legend with the chart to explain the meaning of each line in a line chart or column in a column chart.
<b>Merging Cells</b>	A feature commonly used on text labels to identify a group of cells together.
<b>Metadata</b>	Information about a file that's stored within the file.
<b>Minimize, Maximize/Restore Down, Close</b>	Located in the upper right-hand corner of the window, these buttons enable you to minimize the application window to a button on the taskbar, maximize the program to full screen, restore the window to its original size, or close the application window.
<b>Mixed Cell Reference</b>	A cell address where either the column or row reference is absolute, and the other reference is relative.
<b>More Button</b>	Button that opens a gallery.
<b>Name Box</b>	Displays the cell address of the active cell.
<b>Name Manager</b>	A dialog box where you can modify and delete range names, or change the cell range references.
<b>Named Ranges</b>	Add a meaningful name for a cell or range of cells for users to understand the purpose of the cells.
<b>Normal View</b>	The default view used for entering data and working with data.
<b>Numeric</b>	Numbers, date, or time values, aligns to the right by default.
<b>Orientation</b>	A button that allows you to change the direction of the characters in a cell in various ways.
<b>Page Break Preview view</b>	Used to manage and control vertical and horizontal page breaks.
<b>Page Layout</b>	A tab on the Ribbon where you find controls and settings for printing.
<b>Page Layout View</b>	Use to add header and footer information, change margins and layout, and adjust how the printed document will appear.
<b>Paste Special</b>	Paste options to control components of what is pasted.
<b>Print Titles</b>	Specifies rows or columns (or both) to print on every page of the printed output.

<b>Properties</b>	Metadata in Excel, some that's generated automatically by Excel (such as the date and time the file was created and last modified, who created it, and the size of the file), and some you add (such as a workbook Title or your company name).
<b>Quick Access Toolbar (QAT)</b>	Located above the Ribbon, the QAT provides quick and customizable access to frequently used commands.
<b>Quick Styles</b>	A set of prebuilt styles provided in Excel to apply a common type of formatting for specific data, such as Headings or currency numbers.
<b>Ribbon</b>	A collection of tabs (such as File, Home, and Insert) that provides quick access to commands used to complete a task. Each Ribbon tab relates to a type of activity.
<b>Ribbon Display Options</b>	Button to control what displays on the ribbon: Auto-hide, Tabs, Tabs, or Tabs and Commands.
<b>Ribbon Group</b>	Each Ribbon tab contains groups of related commands to edit, format, or enhance items in your documents. Some groups include a dialog box launcher button at the bottom right which opens a dialog box or pane with more commands and options.
<b>Ribbon Tab</b>	Commands are arranged in tabs that appear on the Ribbon, and each tab's commands relate to a specific type of activity.
<b>Row Headings</b>	Sequential numbers on the left side of each row enable you to identify rows.
<b>Scroll Bars</b>	Scrolls the spreadsheet to view content that is offscreen and not visible.
<b>Series</b>	A data series is a row or column of numbers that are plotted in a chart.
<b>Sheet Tab</b>	The rectangular box at the bottom of a worksheet by which the worksheet is accessed and identified.
<b>Shrink to Fit</b>	An option that shrinks the font size to fit the cell.
<b>SmartArt</b>	Create and modify specific types of diagrams such as organization charts, a matrix, or list processes.
<b>Special Characters</b>	Characters that do not fall under numeric or alphabetic characters. They include symbols like punctuation marks and characters that have a special functionality within Excel, such as the full colon (:) and double quotes (").
<b>Split</b>	Splits the worksheet into two or four panes based on the cell pointer position.
<b>Status Bar</b>	Displays the current cell mode, auto calculations, the View buttons, and the Zoom slider.
<b>Structured Reference</b>	Reference individual columns within the table by adding the column title within square brackets.

<b>Structured Reference or Table Reference</b>	A special way for referencing tables and their parts that uses a combination of table and column names instead of cell addresses.
<b>Symbols</b>	Signs, characters, and alt codes that represent important information or enhance the representation of the data.
<b>Table</b>	A rectangular block of data in which the rows and columns of data have a common structure and format.
<b>Template</b>	A type of workbook that typically contains data, formulas, and formatting, and makes a copy of itself for you to use.
<b>Text</b>	Alphabetic and numeric characters and most printable symbols, aligns to the left by default.
<b>Theme</b>	A set of pre-defined formats that can be applied to a worksheet for a consistent formatted layout and color.
<b>Title Bar</b>	Located at the top of the screen, the title bar indicates the contents of the window.
<b>Total Row</b>	An option you can turn on or off for a table where you can select a built-in function such as sum or average.
<b>View Buttons</b>	Change the on-screen views for the worksheet: Normal, Page Layout, and Page Break Preview.
<b>Wrap Text</b>	Force the text content in a cell to stay within the left and right boundaries of the cell, increasing the height of that row to accommodate the full length of the text.
<b>X Axis</b>	The chart's horizontal axis is located at the bottom of the chart.
<b>Y Axis</b>	The chart's vertical axis is located on the left or right side of the chart.
<b>Zoom Slider</b>	Drag the slider button to choose a particular zoom percentage or use the buttons at either side of the slider.