TestOut Pro Certified: Microsoft Excel® – English 1.0.x

LESSON PLAN

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Table of Contents

Course Overview

1.1: Excel and the Microsoft Office Suite

Summary

As you study this section, answer the following questions:

- Which features of Excel do you already feel comfortable using?
- Which features are you less familiar with?
- How can you use Excel for personal projects, such as data or financial analysis?

In this section, you will be introduced to the following general tasks, which you will study in greater detail throughout the course:

- Create workbooks
- Manage workbooks and worksheets
- Enter and validate data
- Protect workbooks and worksheets
- Print worksheets
- Format cells
- Enter simple formulas
- Use advanced functions
- Create charts and graphs
- Analyze data in tables
- Summarize complex data using PivotTables, PivotCharts, and outlines
- Peform data analysis
- Create macros
- Troubleshoot formulas

Video/Demo	Time
1.1.1 The Microsoft Office Suite	2:26
1.1.2 Introduction to Microsoft Excel	2:17
Total Video Time	**4:43**

Fact Sheets
    1.1.3 Excel Tasks Overview

Total Time
About 10 minutes

1.2: Course Features

Summary

As you study this section, answer the following questions:

- How can TestOut's Microsoft Excel course help me become more proficient?
- What are the main objectives of the course?
- How do the simulated labs work?

In this section, you will learn to:

- Describe the main objectives of the course
- Use the simulated labs
- Describe the unique features of the course

Video/Demo	Time
1.2.1 Introduction to TestOut's Microsoft Excel® Course	3:08
Total Video Time	**3:08**

Fact Sheets
- 1.2.2 Course Overview
- 1.2.3 Course Objectives
- 1.2.4 Tips for Mac Users
- 1.2.5 Using the Simulated Labs
- 1.2.6 Keyboard Shortcuts in Labs
- 1.2.7 Tips for Chromebook Users

Total Time
About 34 minutes

Common Office Features

2.1: Getting Started with Office

Summary

As you study this section, answer the following questions:

- How are Word, Excel, and PowerPoint similar to each other?
- When is it appropriate to save a file locally? Remotely?
- What types of commands can be accessed through the Ribbon?

In this section, you will learn to:

- Create a new blank file
- Save a file to the local computer
- Save a file remotely with OneDrive
- Save in alternate file formats
- Enable a downloaded file for editing
- Open an existing file
- Edit file properties
- Collapse and expand the Ribbon

Video/Demo	Time
▶️ 2.1.1 Introduction to Office Applications	2:23
▶️ 2.1.2 Microsoft Office Versions	2:20
▶️ 2.1.3 Learning Office Applications	4:24
▶️ 2.1.4 The Ribbon	3:01
▶️ 2.1.5 Beyond the Ribbon	4:18
▶️ 2.1.6 Backstage View Options	3:38
Total Video Time	**20:04**

Lab/Activity
- 🖱️ 2.1.9 Skills Lab: Get Started with Office
- 🖱️ 2.1.10 Challenge Lab: Get Started with Office

Fact Sheets
- 🖥️ 2.1.7 Common Office Application Features
- 🖥️ 2.1.8 Desktop vs. Web Applications

Total Time
About 55 minutes

2.2: Customizing Views and Options

Summary

As you study this section, answer the following questions:

- What are the advantages and disadvantages of zooming in? Zooming out?
- When would it be beneficial to split an application window?
- How can customizing the Quick Access Toolbar make it more useful?

In this section, you will learn to:

- Change document views
- Use zoom
- Customize the Quick Access Toolbar
- Customize the Ribbon
- Split the window

Video/Demo	**Time**
▶️ 2.2.1 Document Views	3:23
▶️ 2.2.2 Customizing Toolbars and Ribbons	3:20
Total Video Time	**6:43**

Lab/Activity
- 2.2.4 Skills Lab: Customize Views and Options
- 2.2.5 Challenge Lab: Customize Views and Options

Fact Sheets
- 2.2.3 Customization Facts

Total Time
About 36 minutes

2.3: Printing Files

Summary

As you study this section, answer the following questions:

- How can printed handouts improve a PowerPoint presentation?
- What print settings are appropriate for what contexts?
- When is it best to print part of a document, as opposed to the whole thing?

In this section, you will learn to:

- Configure documents to print
- Print sections of documents
- Set print scaling
- Change page setup options
- Print individual Excel worksheets
- Print handouts in PowerPoint
- Configure PowerPoint to print in grayscale
- Print speaker notes in PowerPoint

Video/Demo	Time
▣ 2.3.1 Printing Options in Office Applications	4:37
Total Video Time	**4:37**

Lab/Activity
- 2.3.3 Skills Lab: Print Files
- 2.3.4 Challenge Lab: Print Files

Fact Sheets
- 2.3.2 Office Printing Facts

Total Time
About 34 minutes

2.4: Navigating Files

Summary

As you study this section, answer the following questions:

- How can Find and Replace be used to save time?
- When is it better to use Go To? When is it better to use Find?
- What can hyperlinks do to improve a document?

In this section, you will learn to:

- Search for text within a document
- Insert hyperlinks
- Create bookmarks
- Use Go To
- Find and replace data

Video/Demo	Time
2.4.1 Navigating Through a Word Document	4:24
2.4.2 Navigating Through an Excel Workbook	4:09
Total Video Time	**8:33**

Lab/Activity
- 2.4.4 Skills Lab: Navigate Files
- 2.4.5 Challenge Lab: Navigate Files

Fact Sheets
- 2.4.3 Navigation Facts

Total Time
About 38 minutes

2.5: Working with Objects

Summary

As you study this section, answer the following questions:

- How can learning to work with objects in one application carry over to another application?
- How are pictures similar to shapes? How are they different?
- How can you use objects to improve a document, presentation, or workbook?

In this section, you will learn to:

- Insert textboxes
- Insert images
- Add borders, styles, and effects to objects
- Change object colors
- Modify object properties
- Position objects
- Modify shape backgrounds
- Apply borders to shapes
- Insert shapes
- Create custom shapes
- Apply styles to objects
- Resize objects
- Display gridlines
- Draw on a document by using digital ink

Video/Demo	**Time**
▶️ 2.5.1 Formatting Images	4:49
▶️ 2.5.2 Formatting Shapes	3:58
Total Video Time	**8:47**

Lab/Activity
- 2.5.4 Skills Lab: Work with Objects
- 2.5.5 Challenge Lab: Work with Objects

Fact Sheets
- 2.5.3 Object Formatting Facts

Total Time
About 38 minutes

2.6: Using Office Collaboration Features

Summary

As you study this section, answer the following questions:

- How can collaboration features make it easier to work with others?
- When is it appropriate to add comments to a document?
- What are the best ways to share a file with collaborators?

In this section, you will learn to:

- Enable Track Changes.
- Accept and reject changes.
- Discard changes from specific users.
- Lock and unlock change tracking.
- Protect documents with passwords.
- Mark a document as final.
- Add and manage comments.
- Restrict permissions.
- Use Compare and Combine on different documents.
- Inspect a document for sharing.
- Remove personal metadata.
- Inspect a document for accessibility.
- Add alternative text for accessibility.
- Embed custom fonts into a document.

Video/Demo	Time
2.6.1 Track Changes and Comments	3:51
2.6.2 Combining Revisions	4:02
2.6.3 Distributing Files	4:27
Total Video Time	**12:20**

Lab/Activity
- 2.6.5 Skills Lab: Use Collaboration Features
- 2.6.6 Challenge Lab: Use Collaboration Features
- 2.6.8 Applied Lab: Prepare a Business Memo for Distribution
- 2.6.9 Applied Lab: Prepare an Online Resume

Fact Sheets
- 2.6.4 Collaboration Facts
- 2.6.7 Collaboration Tips

Total Time
About 71 minutes

Excel Basics

3.1: Creating and Managing Workbooks

Summary

As you study this section, answer the following questions:

- What are the best ways to organize data into worksheets?
- What are the benefits of using multiple worksheets in the same workbook?
- How can you use Excel to keep data organized?
- When should you save a workbook in a different file format?

In this section, you will learn to:

- Open a workbook
- Create a new blank workbook
- Create a new workbook using a template
- Enable editing to exit the Protected View
- Insert and delete worksheets
- Navigate between worksheets
- Save a workbook in Excel format, in a character-separated values format (both tabs and commas), and as a PDF file
- Rename worksheets
- Reorder and color worksheet tabs
- Move and copy a worksheet
- Import data from a comma-separated text file
- Import data from various applications into Excel

Video/Demo	Time
3.1.1 Spreadsheet Basics	3:26
3.1.2 Worksheet Management	1:51
3.1.3 Templates and Themes	1:57
3.1.4 External Data	2:45
Total Video Time	**9:59**

Lab/Activity
- 3.1.6 Skills Lab: Create and Manage Workbooks
- 3.1.7 Challenge Lab: Create and Manage Workbooks
- 3.1.9 Applied Lab: Organize Budget Worksheets
- 3.1.10 Applied Lab: Import & Organize Research Data

Fact Sheets
- 3.1.5 Workbook Management Facts
- 3.1.8 Workbook Management Tips

Total Time
About 68 minutes

3.2: Organizing and Entering Data

Summary

As you study this section, answer the following questions:

- What is the relationship between rows and columns in a workbook?
- When can you save time by copying and pasting rather than entering data by hand?
- When is it appropriate to delete an entire row or column, as opposed to deleting the data in the row or column?
- How can the Undo and Redo commands help you learn Excel?

In this section, you will learn to:

- Select a single cell and a range of cells
- Enter worksheet titles
- Enter column and row titles
- Freeze column and row titles, and freeze panes.
- Enter text and numbers into cells
- Use the Copy and Cut commands on cell ranges
- Use paste options
- Insert rows and columns into a sheet
- Insert multiple rows in one operation
- Delete and clear rows and columns
- Hide and unhide rows and columns
- Hide and unhide worksheets
- Undo and redo actions
- Manage a worksheet that contains a large data set
- Insert new data between rows or columns
- Divide data sets appropriately between worksheets

Video/Demo	Time
▶ 3.2.1 Deleting and Clearing Cells	1:59
▶ 3.2.2 Copy and Paste Options	3:42
▶ 3.2.3 Large Data Sets	4:04
Total Video Time	**9:45**

Lab/Activity
- 3.2.5 Skills Lab: Organize and Enter Data
- 3.2.6 Challenge Lab: Organize and Enter Data
- 3.2.8 Applied Lab: Enter Survey Results Data
- 3.2.9 Applied Lab: Organize Sales Data

Fact Sheets
- 3.2.4 Data Entry Facts
- 3.2.7 Data Entry Tips

Total Time
About 68 minutes

3.3: Changing Properties and Printing Worksheets

Summary

As you study this section, answer the following questions:

- What do you want a document to look like when it's printed?
- What are the advantages and disadvantages to printing a spreadsheet?
- How can you use document protection to help others use a workbook?
- When is it best to protect an entire worksheet? When is it best to leave some cells unprotected?

In this section, you will learn to:

- Lock and unlock cells
- Protect worksheets and workbooks from changes
- Edit workbook properties
- Preview and print a worksheet
- Set and clear the print area for a worksheet
- Change worksheet margins
- Create and modify a worksheet header
- Create a worksheet footer
- Change worksheet orientation for printing
- Scale a worksheet to be printed on a single page
- Add print titles
- Prevent particular cells from being modified
- Print a particular section of worksheet data
- Add data validation to a worksheet
- Limit cell input to a list
- Add a custom input message to a cell
- Customize the error alert for invalid data
- Include relevant worksheet properties in a printout
- Optimize the printing of a worksheet

Video/Demo	Time
3.3.1 Data Protection	3:05
3.3.2 Data Validation	3:21
3.3.3 Excel Printing Tips	3:17
Total Video Time	**9:43**

Lab/Activity

- 3.3.5 Skills Lab: Change Properties and Print Worksheets
- 3.3.6 Challenge Lab: Change Properties and Print Worksheets
- 3.3.8 Applied Lab: Prepare and Print Sales Data
- 3.3.9 Applied Lab: Protect a Budget Worksheet

Fact Sheets

Total Time
About 68 minutes

3.4: Formatting Cells

Summary

As you study this section, answer the following questions:

- How does making a worksheet better looking increase its utility?
- When would it make sense to merge several cells together?
- How can you use number formatting to make a spreadsheet easier to use?
- How can colors communicate useful information to the user?

In this section, you will learn to:

- Apply font style, size, and color changes to cells
- Apply cell styles
- Change the fill color (shading)
- Merge and center a range of cells
- Apply number formatting to cells
- Apply the percent style to cells
- Increase and decrease decimal spaces
- Enter and format dates
- Adjust column widths (including AutoFit)
- Resolve the ###### error message
- Adjust row heights
- Align cell content
- Rotate cell content
- Clear cell formatting
- Apply borders and border colors
- Enter multiple lines of text (apply Wrap text setting)
- Format cells as column or row totals
- Use Format Painter
- Adjust columns to display both numeric and text data properly
- Format a range of cells as a worksheet title

Video/Demo	Time
3.4.1 Number Formats	3:15
3.4.2 Cell Formats	4:18
3.4.3 Cell Styles and Colors	2:06
3.4.4 Cell Borders	2:31
Total Video Time	**12:10**

Lab/Activity
- 3.4.6 Skills Lab: Format Cells
- 3.4.7 Challenge Lab: Format Cells
- 3.4.9 Applied Lab: Camping Equipment Store
- 3.4.10 Applied Lab: Format a Directory

Fact Sheets
- 3.4.5 Cell Formatting Facts
- 3.4.8 Cell Formatting Tips

Total Time
About 71 minutes

Formulas and Functions

4.1: Entering Simple Formulas

Summary

As you study this section, answer the following questions:

- How can formulas increase the power of a spreadsheet?
- When should you use arithmetic operators (+, -, *, /) in formulas?
- When should you use built-in functions in formulas?
- How can the AutoSum tool save time?

In this section, you will learn to:

- Enter a formula using the keyboard
- Use the mouse to reference cells in a formula
- Copy a formula using the fill handle
- Copy a formula using the Clipboard
- Sum a column or row using AutoSum
- Calculate the MAX, MIN, AVERAGE, and MEDIAN of a data set
- Use the RIGHT, LEFT, and MID functions
- Use the CONCAT and TEXTJOIN functions
- Use the UPPER, LOWER, and LEN functions
- Use the COUNTA and COUNTBLANK functions
- Use arithmetic operations properly in formulas
- Add columns and rows of data
- Copy formulas to cells that require similar calculations
- Perform simple arithmetic that references cell values
- Use AutoFill to enter data that follow a predictable pattern
- Use Flash Fill

Video/Demo	Time
▶️ 4.1.1 Formulas and Functions	3:12
▶️ 4.1.2 AutoFill Options	3:39
▶️ 4.1.3 Add and Average	3:58
▶️ 4.1.4 Text Functions	3:23
▶️ 4.1.5 Concatenating in Excel	4:09
Total Video Time	**18:21**

Lab/Activity
- 🖊️ 4.1.7 Skills Lab: Enter Simple Formulas
- 🖊️ 4.1.8 Challenge Lab: Enter Simple Formulas
- 🖊️ 4.1.10 Applied Lab: Cheese Shop
- 🖊️ 4.1.11 Applied Lab: Gradebook

Fact Sheets
- ▤ 4.1.6 Formula Facts
- ▤ 4.1.9 Formula Tips

Total Time
About 77 minutes

4.2: Using Advanced Functions

Summary

As you study this section, answer the following questions:

- How can Excel make use of the same logic you use in everyday life?
- What should you do when you see an error message in Excel?
- Where can you find information about unfamiliar functions?
- How can multiple functions work together?

In this section, you will learn to:

- Enter a function using the Insert Function box
- Display and hide formulas
- Enter a formula using absolute references
- Enter a formula using relative references
- Enter a formula using mixed references
- Use the IF function
- Use COUNTIF, SUMIF, and AVERAGEIF
- Use functions with multiple arguments
- Copy a formula with absolute, relative, or mixed references
- Reference cells on other worksheets
- Correct or ignore error messages, as appropriate
- Select appropriate functions to perform conditional operations
- Determine when to use an absolute reference in a formula
- Verify that the desired values have been properly referenced within a formula
- Reference named ranges and named tables in formulas

Video/Demo	Time
4.2.1 Relative and Absolute References	3:12
4.2.2 Advanced Cell References	5:04
4.2.3 Named Cells and Ranges	2:24
4.2.4 The IF Function	3:53
4.2.5 Logical Functions	2:55
4.2.6 Excel Error Messages	2:43
Total Video Time	**20:11**

Lab/Activity
- 4.2.8 Skills Lab: Use Advanced Functions
- 4.2.9 Challenge Lab: Use Advanced Functions
- 4.2.11 Applied Lab: County Fair
- 4.2.12 Applied Lab: Toy Company

Fact Sheets
- 4.2.7 Advanced Function Facts

⊞ 4.2.10 Advanced Function Tips

Total Time
About 79 minutes

Simple Data Analysis

5.1: Displaying Data in Charts

Summary

As you study this section, answer the following questions:

- Why is it important to visualize the data?
- What problems could be caused by using the wrong chart type?
- What formatting options make the chart more usable? Which ones make it less usable?
- What information should you include in the chart? What information can you safely omit?

In this section, you will learn to:

- Select a data source for a chart
- Add a data series to an existing chart
- Insert a clustered column chart
- Create a pie chart
- Move a chart on a worksheet
- Move a chart to its own worksheet
- Resize a chart
- Modify a chart style and type
- Format chart elements
- Show and hide chart elements
- Use recommended charts
- Insert a chart to show changes over time
- Insert a chart to display the aggregate of a set of values
- Modify chart layouts to better visualize data

Video/Demo	Time
5.1.1 Chart Formatting	2:38
5.1.2 Chart Types	2:23
Total Video Time	**5:01**

Lab/Activity
- 5.1.4 Skills Lab: Display Data in Charts
- 5.1.5 Challenge Lab: Display Data in Charts
- 5.1.7 Applied Lab: Stock Portfolio
- 5.1.8 Applied Lab: Election Results

Fact Sheets
- 5.1.3 Chart Facts
- 5.1.6 Chart Tips

Total Time
About 64 minutes

5.2: Organizing Data in Tables

Summary

As you study this section, answer the following questions:

- What are some real-world benefits of using tables?
- Why would you want to sort and filter data?
- When could conditional formatting help you to understand the data better?
- Why should you remove duplicate information from tables?

In this section, you will learn to:

- Create a table
- Apply table styles
- Insert table rows and columns
- Add a total row
- Sort a table
- Remove duplicate rows
- Filter a table using AutoFilter options
- Apply highlight cell rules for conditional formatting
- Apply data bars for conditional formatting
- Analyze data using sparklines
- Determine when a data set should be converted to a table
- Sort rows of data based on the values in specified columns
- Use both text and number filters to display only desired information
- Conditionally format cells that contain the most important data

Video/Demo	Time
▶ 5.2.1 Conditional Formatting	2:38
▶ 5.2.2 Excel Tables	2:31
▶ 5.2.3 Table Customization	2:40
▶ 5.2.4 Using Formulas in Tables	3:34
Total Video Time	**11:23**

Lab/Activity

- 5.2.6 Skills Lab: Organize Data in Tables
- 5.2.7 Challenge Lab: Organize Data in Tables
- 5.2.9 Applied Lab: Pizza Chain
- 5.2.10 Applied Lab: Baseball Statistics

Fact Sheets

- 5.2.5 Excel Table Facts
- 5.2.8 Excel Table Tips

Total Time
About 70 minutes

MO-200 (Excel Associate) Practice Exams

6.1: Excel Live Projects

Summary

The TestOut Pro Certified: Microsoft Excel® course is designed to help you achieve proficiency in Microsoft Excel using video instruction and simulated labs. Because the training is delivered through a web browser, you're not required to have Microsoft Office installed on your computer. Whenever possible, however, you should practice the skills you've learned in the live Microsoft Excel application. With a valid school email address, students and educators can sign up for an Office 365 subscription for free.

When you're ready to put your skills to the test in an installed version of Microsoft Excel, you can use the autograded project assignments in this section. These projects provide a capstone on the training you've received in the simulated labs in the chapter. They can be used with any one of the following desktop versions of Microsoft Office.

- Microsoft Office 2010 for Windows (*Task Guide not supported*)
- Microsoft Office 2013 for Windows
- Microsoft Office 2016 for Windows and Mac
- Microsoft Office 2019 for Windows and Mac
- Microsoft Office 365 for Windows and Mac

For detailed instruction on how to use live projects, including the optional Task Guide, see the videos and text lessons in this section.

Video/Demo	Time
▶ 6.1.1 How to Use Excel Live Projects	3:13
Total Video Time	**3:13**

Lab/Activity
- 6.1.4 Excel Project: Modify an Expense Report
- 6.1.5 Excel Project: Analyze Sales Data
- 6.1.6 Excel Project: Analyze Sales Transactions

Fact Sheets
- 6.1.2 Installing the Optional Task Guide in Excel
- 6.1.3 Additional Tips for Excel Live Projects

Total Time
About 74 minutes

6.2: Preparing for MOS Associate Certification

Video/Demo   **Time**

- 6.2.1 Preparing for the MOS Exams   2:49
- 6.2.2 Performing Unfamiliar Tasks   7:17
- 6.2.3 Using TestOut MOS Practice Exams   4:16

                           Total Video Time   **14:22**

Fact Sheets

- 6.2.4 MOS Exam Objectives
- 6.2.5 Taking an MOS Exam

Total Time

About 24 minutes

6.3: Domain Practice Labs: Excel Associate 2019 (MO-200)

Lab/Activity
- 6.3.1 Domain Practice - Manage Worksheets and Workbooks
- 6.3.2 Domain Practice - Manage Data Cells and Ranges
- 6.3.3 Domain Practice - Manage Tables and Table Data
- 6.3.4 Domain Practice - Perform Operations by Using Formulas and Functions
- 6.3.5 Domain Practice - Manage Charts (3 lab simulations)

Total Time
5 lab simulations
About 2 hours

6.4: Practice Exams: Excel Associate 2019 (MO-200)

Number of Exam Questions
6.4.1 Microsoft Excel Associate Practice - Form A: (7 questions)
6.4.2 Microsoft Excel Associate Practice - Form B: (7 questions)

Total Time
About 100 minutes

Advanced Workbook Options and Settings

7.1: Managing Workbooks

Summary

As you study this section, answer the following questions:

- How can Excel help me avoid losing data?
- When should I reference cells on another worksheet?
- How can I edit a spreadsheet in another language?

In this section, you will learn to:

- Configure AutoSave settings
- Change AutoRecover settings, including the location for AutoRecover files
- Add a language for authoring and proofing
- Enter a formula using relative references
- Enter a formula using absolute references
- Enter a formula using mixed references
- Enter a formula using a reference to another worksheet
- Reference named ranges in formulas

Video/Demo	Time
7.1.1 Configuring AutoSave and AutoRecover	1:53
7.1.2 Referencing Data in Other Workbooks	3:28
7.1.3 Configuring and Using Language-Specific Features	2:31
Total Video Time	**7:52**

Lab/Activity
- 7.1.5 Skills Lab: Manage Workbooks
- 7.1.6 Challenge Lab: Manage Workbooks
- 7.1.8 Applied Lab: Manage IT Expenses
- 7.1.9 Applied Lab: Manage Exchange Rates

Fact Sheets
- 7.1.4 Manage Workbooks Facts
- 7.1.7 Manage Workbooks Tips

Total Time
About 66 minutes

7.2: Preparing Workbooks for Collaboration

Summary

As you study this section, answer the following questions:

- What tools does Excel provide to prepare workbooks for collaboration?
- Why would certain data cells need to be protected?
- When would you want to manually calculate formulas in a workbook?

In this section, you will learn to:

- Protect and unprotect a worksheet
- Protect a worksheet with a password
- Protect the structure of a workbook
- Lock and unlock cells in a protected worksheet
- Hide formulas in a range of cells
- Create and modify edit ranges
- Use COUNTIF, SUMIF, and AVERAGEIF
- Modify formula calculation options in a workbook
- Add, edit, and delete comments in a workbook

Video/Demo	Time
▶ 7.2.1 Protecting Cell Ranges, Worksheets, and Workbooks	4:36
▶ 7.2.2 Configuring Formula Calculation Options	4:46
▶ 7.2.3 Managing Comments	3:41
Total Video Time	**13:03**

Lab/Activity
- 7.2.5 Skills Lab: Prepare Workbooks for Collaboration
- 7.2.6 Challenge Lab: Prepare Workbooks for Collaboration
- 7.2.8 Applied Lab: Protect Budget Summary
- 7.2.9 Applied Lab: Protect Monthly Financial Report

Fact Sheets
- 7.2.4 Prepare Workbooks for Collaboration Facts
- 7.2.7 Prepare Workbooks for Collaboration Tips

Total Time
About 72 minutes

Advanced Data Formatting

8.1: Filling Cells Based on Existing Data

Summary

As you study this section, answer the following questions:

- What AutoFill options does Excel provide?
- When does Flash Fill become available for data entry?
- What types of data can be configured using a Fill Series?

In this section, you will learn to:

- Use the fill handle to copy formulas to a range of cells
- Use Flash Fill to enter names and other information that follow a consistent pattern
- Use AutoFill options to fill cells with and without formatting
- Use Fill Series options to forecast data using a linear growth rate
- Use Fill Series options to stop a series before it reaches a certain value
- Use Fill Series options for dates

Video/Demo	Time
▶ 8.1.1 Flash Fill and Advanced Fill Series Options	8:40
Total Video Time	**8:40**

Lab/Activity
- 8.1.3 Skills Lab: Fill Cells Based on Existing Data
- 8.1.4 Challenge Lab: Fill Cells Based on Existing Data
- 8.1.6 Applied Lab: Fill Event Data
- 8.1.7 Applied Lab: Fill Database Data

Fact Sheets
- 8.1.2 Fill Cells Based on Existing Data Facts
- 8.1.5 Fill Cells Based on Existing Data Tips

Total Time
About 67 minutes

8.2: Formatting and Validating Data

Summary

As you study this section, answer the following questions:

- Why would you want to create a custom number format?
- How can data validation tools help you to maintain data integrity?
- How can groups and subtotals help you to analyze data?
- What are the best ways to identify and remove duplicate data?

In this section, you will learn to:

- Define custom number formats
- Define data validation rules to allow certain data types and data ranges
- Define data validation rules to display input, warning, and error messages
- Clear data validation rules
- Apply and remove subtotals that automatically calculate data
- Use outline level symbols to expand and collapse data groups
- Remove duplicate rows of data on a worksheet

Video/Demo	Time
▶ 8.2.1 Custom Number Formats	6:49
▶ 8.2.2 Configuring Data Validation	7:58
▶ 8.2.3 Using Outlines to Create Groups and Subtotals	2:46
▶ 8.2.4 Removing Duplicate Records	1:55
Total Video Time	**19:28**

Lab/Activity

- 8.2.6 Skills Lab: Format and Validate Data
- 8.2.7 Challenge Lab: Format and Validate Data
- 8.2.9 Applied Lab: Format and Validate Vendor Scorecard
- 8.2.10 Applied Lab: Format and Validate Journal Entries

Fact Sheets

- 8.2.5 Format and Validate Data Facts
- 8.2.8 Format and Validate Data Tips

Total Time

About 78 minutes

8.3: Advanced Conditional Formatting and Filtering

Summary

As you study this section, answer the following questions:

- What are Boolean operators?
- How is Boolean logic used in conditional formatting?
- When should you create custom conditional formatting rules?
- How can you use formulas to apply conditional formatting?

In this section, you will learn to:

- Apply built-in conditional formatting rules
- Modify and manage existing conditional formatting rules
- Create custom conditional formatting rules
- Use conditional formatting rules with formulas to highlight specific cells or rows
- Use conditional formatting rules with formulas to apply font formatting to cells or rows
- Use nested functions in conditional formatting formulas

Video/Demo	Time
▶ 8.3.1 Boolean Operators	4:03
▶ 8.3.2 Using Boolean Logic in Excel	7:26
▶ 8.3.3 Custom Conditional Formatting Rules	3:04
▶ 8.3.4 Conditional Formatting Rules That Use Formulas	4:24
Total Video Time	**18:57**

Lab/Activity

- 8.3.6 Skills Lab: Apply Advanced Conditional Formatting
- 8.3.7 Challenge Lab: Apply Advanced Conditional Formatting
- 8.3.9 Applied Lab: Format Client Data
- 8.3.10 Applied Lab: Format Property Data

Fact Sheets

- 8.3.5 Apply Advanced Conditional Formatting and Filtering Facts
- 8.3.8 Apply Advanced Conditional Formatting and Filtering Tips

Total Time
About 77 minutes

Advanced Formulas and Macros

9.1: Performing Logical Operations in Formulas

Summary

As you study this section, answer the following questions:

- How does a nested IF function work?
- What is the difference between the SUMIF function and the SUMIFS function?
- Why is the order of function arguments important?

In this section, you will learn to:

- Use IF, SUMIF, and AVERAGEIF
- Use nested IF functions
- Use IFS, SUMIFS, and AVERAGEIFS
- Use named ranges in logical functions
- Use cross-worksheet references in logical functions
- Use COUNTIF, COUNTIFS, MAXIFS, and MINIFS

Video/Demo	Time
▶ 9.1.1 Logical Functions and Nested Functions	5:14
▶ 9.1.2 Logical Operations with Mathematical Functions	8:28
Total Video Time	**13:42**

Lab/Activity
- 9.1.4 Skills Lab: Perform Logical Operations in Formulas
- 9.1.5 Challenge Lab: Perform Logical Operations in Formulas
- 9.1.7 Applied Lab: Perform Logical Operations on Web Orders
- 9.1.8 Applied Lab: Perform Logical Operations on Payroll Data

Fact Sheets
- 9.1.3 Perform Logical Operations in Formulas Facts
- 9.1.6 Perform Logical Operations in Formulas Tips

Total Time
About 72 minutes

9.2: Looking Up Data by Using Functions

Summary

As you study this section, answer the following questions:

- Why is the VLOOKUP function so widely used?
- What is the difference between the VLOOKUP and HLOOKUP functions?
- What are the limitations of the VLOOKUP and HLOOKUP functions?

In this section, you will learn to:

- Use the VLOOKUP function to look up information in a table and return a value in the same row
- Use the HLOOKUP function to look up information in a table and return a value in the same column
- Use nested VLOOKUP and HLOOKUP functions
- Use the MATCH and INDEX functions when a lookup value is not in the leftmost column or top row of a table

Video/Demo	Time
▶ 9.2.1 The VLOOKUP and HLOOKUP Functions	3:47
▶ 9.2.2 The MATCH and INDEX Functions	4:07
Total Video Time	**7:54**

Lab/Activity
- 🖊 9.2.4 Skills Lab: Look Up Data by Using Functions
- 🖊 9.2.5 Challenge Lab: Look Up Data by Using Functions
- 🖊 9.2.7 Applied Lab: Look Up Inventory Data
- 🖊 9.2.8 Applied Lab: Look Up Data Functions Training

Fact Sheets
- 🗎 9.2.3 Look Up Data by Using Functions Facts
- 🗎 9.2.6 Look Up Data by Using Functions Tips

Total Time
About 66 minutes

9.3: Using Advanced Date and Time Functions

Summary

As you study this section, answer the following questions:

- Why does Excel store date and times as serial numbers?
- How can you use custom number formats to display dates and times?
- Why would you want to perform arithmetic on dates?

In this section, you will learn to:

- Use the TODAY function to add today's date to a cell
- Use the NOW function to add today's date and time to a cell
- Use a formula to add a date or time relative to today's date and time
- Use a custom date format
- Use the WEEKDAY function to find the day of the week for a date in a specified cell
- Use the WORKDAY function to calculate starting and end date for business projects
- Create a named range for holidays that can be factored into WORKDAY calculations

Video/Demo	Time
▶ 9.3.1 Date and Time Functions	6:15
Total Video Time	**6:15**

Lab/Activity
- 9.3.3 Skills Lab: Use Advanced Date and Time Functions
- 9.3.4 Challenge Lab: Use Advanced Date and Time Functions
- 9.3.6 Applied Lab: Use Advanced Date and Time Functions on Project Timeline
- 9.3.7 Applied Lab: Use Advanced Date and Time Functions in Project Planning

Fact Sheets
- 9.3.2 Use Advanced Date and Time Functions Facts
- 9.3.5 Use Advanced Date and Time Functions Tips

Total Time
About 65 minutes

9.4: Performing Data Analysis

Summary

As you study this section, answer the following questions:

- How can you quickly summarize similar data on different worksheets?
- What is the purpose of What-If analysis?
- What does the term time value of money refer to?

In this section, you will learn to:

- Summarize data from multiple ranges using the Consolidate feature
- Use the PMT function to calculate monthly payments
- Use the NPER function to determine the number of months to pay off a loan
- Use the NPER function to estimate the number of months to achieve an investment goal
- Use Goal Seek to analyze business scenarios with a single variable
- Use Scenario Manager to analyze business scenarios with multiple variables

Video/Demo	Time
9.4.1 Summarizing Data from Multiple Ranges	6:37
9.4.2 Performing What-If Analysis	6:38
9.4.3 Common Financial Terminology	4:08
9.4.4 Calculating Financial Data	6:30
Total Video Time	**23:53**

Lab/Activity

- 9.4.6 Skills Lab: Perform Data Analysis
- 9.4.7 Challenge Lab: Perform Data Analysis
- 9.4.9 Applied Lab: Analyze and Consolidate Data
- 9.4.10 Applied Lab: Analyze Different Scenarios

Fact Sheets

- 9.4.5 Perform Data Analysis Facts
- 9.4.8 Perform Data Analysis Tips

Total Time

About 82 minutes

9.5: Troubleshooting Formulas

Summary

As you study this section, answer the following questions:

- What are the most common errors in formulas?
- How can you troubleshoot problems in complex formulas?
- What is the purpose of the Evaluate Formula tool?

In this section, you will learn to:

- Trace precedence and dependence in complex formulas
- Monitor cell values using the Watch Window
- Use the Evaluate Formula tool to troubleshoot errors in formulas
- Use error messages to fix formula problems

Video/Demo	Time
▶ 9.5.1 Tracing Precedence and Dependence	3:34
▶ 9.5.2 The Watch Window	2:28
▶ 9.5.3 Errors and Error Checking	3:27
▶ 9.5.4 Evaluating Formulas	3:09
Total Video Time	**12:38**

Fact Sheets
- ▤ 9.5.5 Troubleshoot Formulas Facts
- ▤ 9.5.6 Troubleshoot Formulas Tips

Total Time
About 23 minutes

9.6: Creating and Modifying Simple Macros

Summary

As you study this section, answer the following questions:

- How can macros help to simplify repetitive tasks?
- Why does Excel disable macros by default?
- How can you copy a macro to another workbook?

In this section, you will learn to:

- Record and name a simple macro
- Assign a shortcut key to a macro
- Run an existing macro
- Enable macros in a workbook
- Disable all macros with and without notification
- Customize the ribbon to include the Developer tab

Video/Demo	Time
9.6.1 Recording and Running Simple Macros	4:01
9.6.2 Enabling and Disabling Macros	2:27
9.6.3 Copying Macros Between Workbooks	3:51
Total Video Time	**10:19**

Lab/Activity
- 9.6.5 Skills Lab: Create and Modify Simple Macros
- 9.6.6 Challenge Lab: Create and Modify Simple Macros
- 9.6.8 Applied Lab: Practice Creating and Configuring Macros
- 9.6.9 Applied Lab: Create and Run a Date Insertion Macro

Fact Sheets
- 9.6.4 Create and Modify Simple Macros Facts
- 9.6.7 Create and Modify Simple Macros Tips

Total Time
About 69 minutes

Advanced Charts and Tables

10.1: Creating and Modifying Advanced Charts

Summary

As you study this section, answer the following questions:

- How do you select the best type of chart to use for visualizing data?
- When would you create a chart with a secondary axis?
- What formatting options are available for advanced chart types?

In this section, you will learn to:

- Create and modify common charts such as clustered column, bar, line, and pie charts
- Apply styles and colors to charts
- Add or remove data from a chart
- Modify data labels on a chart
- Modify the format of horizontal axis labels
- Use the IF function
- Create and modify advanced charts such as histograms and funnel charts
- Use the Recommended Charts feature to select appropriate chart types
- Create a combo chart with a secondary axis

Video/Demo	Time
10.1.1 Selecting Advanced Chart Types	4:35
10.1.2 Advanced Chart Formatting	6:20
10.1.3 Dual Axis Charts	2:44
Total Video Time	**13:39**

Lab/Activity
- 10.1.5 Skills Lab: Create and Modify Advanced Charts
- 10.1.6 Challenge Lab: Create and Modify Advanced Charts
- 10.1.8 Applied Lab: Customer Service Charts
- 10.1.9 Applied Lab: Sales Conference Charts

Fact Sheets
- 10.1.4 Create and Modify Advanced Charts Facts
- 10.1.7 Create and Modify Advanced Charts Tips

Total Time
About 72 minutes

10.2: Creating and Modifying PivotTables

Summary

As you study this section, answer the following questions:

- How can PivotTables be used to answer questions about complex data?
- What is a calculated field in a PivotTable?
- What is the purpose of a PivotTable slicer?

In this section, you will learn to:

- Create PivotTables
- Add row, column, and filter fields to PivotTables
- Calculate values in PivotTables
- Change the number format of PivotTable values
- Add slicers to PivotTables
- Group PivotTable data in increments

Video/Demo	Time
▶️ 10.2.1 Introduction to PivotTables	4:18
▶️ 10.2.2 Advanced PivotTable Features	3:27
▶️ 10.2.3 Calculated Fields in PivotTables	3:23
Total Video Time	**11:08**

Lab/Activity

- 10.2.5 Skills Lab: Create and Modify PivotTables
- 10.2.6 Challenge Lab: Create and Modify PivotTables
- 10.2.8 Applied Lab: Hardware Disposal Data Analysis
- 10.2.9 Applied Lab: Product Data Analysis

Fact Sheets

- 10.2.4 Create and Modify PivotTables Facts
- 10.2.7 Create and Modify PivotTables Tips

Total Time
About 70 minutes

10.3: Creating and Modifying PivotCharts

Summary

As you study this section, answer the following questions:

- How does a PivotChart differ from a regular chart in Excel?
- How is a PivotChart related to a PivotTable?
- How can you drill down into PivotChart details?

In this section, you will learn to:

- Create both a PivotChart and a PivotTable from raw data
- Create a PivotChart from an existing PivotTable
- Move a PivotChart to a new worksheet
- Apply styles and colors to PivotCharts
- Switch PivotChart rows and columns
- Modify PivotChart data labels
- Drill down into PivotChart details
- Add PivotChart slicers

Video/Demo	Time
▶ 10.3.1 Creating and Manipulating PivotCharts	1:49
▶ 10.3.2 Drilling Down into PivotChart Details	2:13
Total Video Time	**4:02**

Lab/Activity
- 🖊 10.3.4 Skills Lab: Create and Modify PivotCharts
- 🖊 10.3.5 Challenge Lab: Create and Modify PivotCharts
- 🖊 10.3.7 Applied Lab: PivotCharts for Project Data
- 🖊 10.3.8 Applied Lab: PivotCharts for Gross Profit

Fact Sheets
- 🖾 10.3.3 Create and Modify PivotCharts Facts
- 🖾 10.3.6 Create and Modify PivotCharts Tips

Total Time
About 63 minutes

MO-201 (Excel Expert) Practice Exams

11.1: Preparing for MOS Expert Certification

Video/Demo   **Time**
   📽 11.1.1 Preparing for the MOS Exams   2:49
   📽 11.1.2 Performing Unfamiliar Tasks   7:17
   📽 11.1.3 Using TestOut MOS Practice Exams   <u>4:16</u>
                               Total Video Time   **14:22**

Fact Sheets
   📄 11.1.4 MOS Exam Objectives
   📄 11.1.5 Taking an MOS Exam

Total Time
About 24 minutes

11.2: Domain Practice Labs: Excel Expert 2019 (MO-201)

Lab/Activity
- 11.2.1 Domain Practice - Manage Workbook Options and Settings
- 11.2.2 Domain Practice - Manage and Format Data
- 11.2.3 Domain Practice - Create Advanced Formulas and Macros
- 11.2.4 Domain Practice – Manage Advanced Charts and Tablets

Total Time
4 lab simulations
About 1 hours 36 minutes

11.3: Practice Exams: Excel Expert 2019 (MO-201)

Number of Exam Questions

11.3.1 Microsoft Excel Associate Practice - Form A: (6 questions)
11.3.2 Microsoft Excel Associate Practice - Form B: (6 questions)

Total Time

About 3 hours

TestOut Pro Certified: Microsoft Excel® Advanced Practice Exams

12.1: Prepare for TestOut Pro Certified: Microsoft Excel® Advanced Certification

Fact Sheets
- 12.1.1 Pro Exam Objectives
- 12.1.2 Pro Exam Objectives by Course Section
- 12.1.3 How to take the Pro Exam
- 12.1.4 Pro Exam FAQs

Total Time
About 24 minutes

12.2: TestOut Pro Certified: Microsoft Excel® Advanced Exam Domain Review

Number of Exam Questions
12.2.1 Pro Domain 1: Workbooks and Worksheets (3 questions)
12.2.2 Pro Domain 2: Formatting and Data (8 questions)
12.2.3 Pro Domain 3: Functions, Formulas, and Macros (9 questions)
12.2.4 Pro Domain 4: Charts and Tables (6 questions)

Total Time
26 lab questions
About 5 hours 12 minutes

12.3: TestOut Pro Certified: Microsoft Excel® Advanced Practice Exams

Number of Exam Questions
12.3.1 Certification Practice Exam – Form A (6 questions)
12.3.2 Certification Practice Exam – Form B (6 questions)

Total Time
About 3 hours

Appendix A: Approximate Time for the Course

The total time for the LabSim for TestOut Pro Certified: Microsoft Excel® course is approximately **34 hours and 45 minutes**. Time is calculated by adding the approximate time for each section which is calculated using the following elements:

- Video/demo times
- Text Lessons (5 minutes assigned per text lesson)
- Simulations (12 minutes assigned per simulation)
- Live Project Labs (20 minutes assigned per project)
- Questions (1 minute per question)

Additionally, there are approximately another **19 hours 06 minutes** of Practice Test material in the course.

The breakdown for this course is as follows:

Module / Sections		Time (hh:mm)	Videos (hh:mm)	Labs (hh:mm)	Text (hh:mm)	Exams (hh:mm)
1.0: Course Overview						
1.1: Excel and the Microsoft Office Suite		0:10	0:05	0:00	0:05	0:00
1.2: Course Features		0:34	0:04	0:00	0:30	0:00
	Total	**0:44**	**0:09**	**0:00**	**0:35**	**0:00**
2.0: Common Office Features						
2.1: Getting Started with Office		0:55	0:21	0:24	0:10	0:00
2.2: Customizing Views and Options		0:36	0:07	0:24	0:05	0:00
2.3: Printing Files		0:34	0:05	0:24	0:05	0:00
2.4: Navigating Files		0:38	0:09	0:24	0:05	0:00
2.5: Working with Objects		0:38	0:09	0:24	0:05	0:00
2.6: Using Office Collaboration Features		0:71	0:13	0:48	0:10	0:00
	Total	**4:32**	**1:04**	**2:48**	**0:40**	**0:00**
3.0: Excel Basics						
3.1: Creating and Managing Workbooks		1:08	0:10	0:48	0:10	0:00
3.2: Organizing and Entering Data		1:08	0:10	0:48	0:10	0:00
3.3: Changing Properties and Printing Worksheets		1:08	0:10	0:48	0:10	0:00
3.4: Formatting Cells		1:11	0:13	0:48	0:10	0:00
	Total	**4:35**	**0:43**	**3:12**	**0:40**	**0:00**
4.0: Formulas and Functions						
4.1: Entering Simple Formulas		1:17	0:19	0:48	0:10	0:00
4.2: Using Advanced Functions		1:19	0:21	0:48	0:10	0:00
	Total	**2:36**	**0:40**	**1:36**	**0:20**	**0:00**
5.0: Simple Data Analysis						
5.1: Displaying Data in Charts		1:04	0:06	0:48	0:10	0:00
5.2: Organizing Data in Tables		1:10	0:12	0:48	0:10	0:00
	Total	**2:14**	**0:18**	**1:36**	**0:20**	**0:00**
6.0: MO-200 (Excel Associate) Practice Exams						
6.1: Excel Live Projects		1:14	0:04	1:00	0:10	0:00
6.2: Preparing for MOS Associate Certification		0:28	0:18	0:00	0:10	0:00
6.3: Domain Practice Labs: Excel Associate 2019 (MO-200)		2:00	0:00	2:00	0:00	0:00
6.4: Practice Exams: Excel Associate 2019 (MO-200)		1:40	0:00	0:00	0:00	1:40
	Total	**5:22**	**0:22**	**2:00**	**0:20**	**1:40**
7.0: Advanced Workbook Options and Settings						
7.1: Managing Workbooks		1:06	0:08	0:48	0:10	0:00
7.2: Preparing Workbooks for Collaboration		1:12	0:14	0:48	0:10	0:00
	Total	**2:18**	**0:22**	**1:36**	**0:20**	**0:00**
8.0: Advanced Data Formatting						
8.1: Filling Cells Based on Existing Data		1:17	0:09	0:48	0:10	0:00
8.2: Formatting and Validating Data		1:18	0:20	0:48	0:10	0:00
8.3: Advanced Conditional Formatting and Filtering		1:17	0:19	0:48	0:10	0:00
	Total	**3:42**	**0:48**	**2:24**	**0:30**	**0:00**
9.0: Advanced Formulas and Macros						
9.1: Performing Logical Operations in Formulas		1:12	0:14	0:48	0:10	0:00
9.2: Looking Up Data by Using Functions		1:06	0:08	0:48	0:10	0:00
9.3: Using Advanced Date and Time Functions		1:05	0:07	0:48	0:10	0:00
9.4: Performing Data Analysis		1:22	0:24	0:48	0:10	0:00
9.5: Troubleshooting Formulas		0:23	0:13	0:00	0:10	0:00
9.6: Creating and Modifying Simple Macros		1:09	0:11	0:48	0:10	0:00
	Total	**6:17**	**1:17**	**4:00**	**1:00**	**0:00**

10.0: Advanced Charts and Tables					
10.1: Creating and Modifying Advanced Charts	1:12	0:14	0:48	0:10	0:00
10.2: Creating and Modifying PivotTables	1:10	0:12	0:48	0:10	0:00
10.3: Creating and Modifying PivotCharts	1:03	0:05	0:48	0:10	0:00
Total	**3:25**	**0:31**	**2:24**	**0:30**	**0:00**
11.0: MO-201 (Excel Expert) Practice Exams					
11.1: Preparing for MOS Expert Certification	0:26	0:16	0:00	0:10	0:00
11.2: Domain Practice Labs: Excel Expert 2019 (MO-201)	1:36	0:00	1:36	0:00	0:00
11.3: Practice Exams: Excel Expert 2019 (MO-201)	3:10	0:00	0:00	0:10	3:00
Total	**5:12**	**0:16**	**1:36**	**0:20**	**3:00**
12.0: TestOut Pro Certified: Microsoft Excel® Advanced Practice Exams					
12.1 Prepare for TestOut Pro Certified: Microsoft Excel® Advanced Certification	0:20	0:00	0:00	0:20	0:00
12.2 TestOut Pro Certified: Microsoft Excel® Advanced Exam Domain Review	5:12	0:00	0:00	0:00	5:12
12.3 TestOut Pro Certified: Microsoft Excel® Advanced Practice Exams	3:00	0:00	0:00	0:00	3:00
Total	**8:32**	**0:00**	**0:00**	**0:20**	**8:12**

Total Course Time 34:45 (hh:mm)
Total Practice Exam Time 19:06 (hh:mm)

Total Time 53:51 (hh:mm)