### Excel Sections A&B

<table>
<thead>
<tr>
<th>Class</th>
<th>Topics</th>
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</thead>
</table>
| Excel 1 | Announcements: Southern Season & Passport Motors  
Screen & Toolbar Layout  
Hiding & displaying toolbars  
Shortcut keys  
Toolbar & Menu Calisthenics  
Undoing a change (undo button)  
Mousing Around:  
- Copy, Cut and Paste  
- Copy to multiple locations  
- Autofilling  
- Selecting non-adjacent cells/cel/rows  
- Adjusting columns & widths  
  “Wrapping” text  
- Freezing rows & columns ** | Excel 3 | Graphs  
- Pie, line, column, scatter  
- Histogram tool  
Adding data to graphs (autofill)  
Formatting graphs (right click)  
- Plot area  
- Data  
- Legend  
- Copy Chart Formatting  
Drawing tools  
Pasting charts into other applications (Word)  
Two axis graphs **  
Bubble graphs  
Stock graphs **  
Cases/Homework:  
- Wuffo  
- Heather (E) – Charts/Trends  
- What’s Wrong |
| Excel 2 | Formulas:  
- Order of operations  
- Relative/Absolute Addressing  
- Autofill formulas  
- Range Names  
- Linking  
- Trouble-shooting (audit tools)  
- Data analysis – Descriptive Stats  
Functions:  
- Toolbar functions (SUM, AVG…)  
- Financial/statistical functions  
- Audit toolbar  
Cases:  
- Acme Medical Supply (print options)  
- Heather (A) – Financial Primer  
IF function (Ryan – C – p 75)  
Lookup functions ** | Excel 4 | Data Analysis Tools  
- Data tables  
- Scenarios  
- Goal Seek  
Pivot Tables & Charts  
Linear Regression  
Excel on the Web  
Cases:  
- Heather (B) – Brochures  
- Heather (I) – Expansion  
- Ryan - Paints |
| Excel 3 | | |

### Quick review of graphs (drawing toolbar)  
Quick review of histograms  
Homework:  
- Review Mousing Around Part 3 (Moving tabs between files)  
- Review organizing data (p 47)  
- CH Cheesecake (p 51)  
- Heather (D) – Amortization  
- Heather (F) – Binomial stats
## Excel Sections C, D & E

<table>
<thead>
<tr>
<th>Class</th>
<th>Topics</th>
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<tbody>
<tr>
<td>Excel 1</td>
<td><strong>Announcements: Southern Season &amp; Passport Motors</strong>&lt;br&gt; - Hiding &amp; displaying toolbars&lt;br&gt; - Shortcut keys&lt;br&gt; - Toolbar &amp; Menu Calisthenics&lt;br&gt; - Undoing a change (undo button)&lt;br&gt; - Mousing Around:&lt;br&gt;   - Copy, Cut and Paste&lt;br&gt;   - Autofilling&lt;br&gt;   - Selecting non-adjacent cells/col/rows&lt;br&gt;   - Adjusting columns &amp; widths&lt;br&gt;   - “Wrapping” text&lt;br&gt;   - Freezing rows &amp; columns&lt;br&gt; - Quick review of graphs (drawing toolbar)&lt;br&gt; - Quick review of histograms&lt;br&gt; - Formulas:&lt;br&gt;   - Order of operations&lt;br&gt;   - Relative/Absolute Addressing&lt;br&gt;   - Autofill formulas&lt;br&gt;   - Range Names&lt;br&gt;   - Linking&lt;br&gt;   - Trouble-shooting (audit tools)&lt;br&gt;   - Data analysis – Descriptive Stats&lt;br&gt; - Functions:&lt;br&gt;   - Toolbar functions (SUM, AVG…)&lt;br&gt;   - Financial/statistical functions&lt;br&gt;   - Error codes&lt;br&gt;   - Manipulating text &amp; dates&lt;br&gt; - Homework:&lt;br&gt;   - Review Mousing Around Part 3 &lt;br&gt;   (Moving tabs between files)</td>
<td>Excel 3</td>
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<tr>
<td>Excel 2</td>
<td><strong>IF function (Ryan – C – p 75)</strong>&lt;br&gt; <strong>Lookup functions</strong>&lt;br&gt; - Organizing data&lt;br&gt; - Moving tabs between files&lt;br&gt; - Print options&lt;br&gt; - Graphs:&lt;br&gt;   - Pie, line, column, scatter&lt;br&gt;   - Two axis graphs&lt;br&gt;   - Bubble, stock graphs&lt;br&gt;   - Histogram tool&lt;br&gt;   - Formatting graphs&lt;br&gt;   - Drawing tools&lt;br&gt; - Pasting charts into other applications</td>
<td>Excel 4</td>
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