2019-2020

Schmidt, David P.

Miami Beach Senior High School



Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Excel 2019

Study Guide

This Gu ide is to help you to learn Microsoft 2019 Excel. Follow and complete all the tasks successfully and you will have the opportunity to take the Microsoft Excel 2019 Industry Certification Test and pass. Keep up with the information, and this will keep track of assignments that need to be turned in and keep track of due dates. You can move ahead of the track if you like, Good luck and enjoy Excel 2019!

**** <https://edu.gcfglobal.org/en/excel/>

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| --- | --- | --- | --- |
| Lesson # | Assignment | Due Date | Grade |
| 0 | GMetrix Excel 2019 Baseline Test |  |  |
| **Excel Basics** |
| 1 | Getting Started with Excel |  |  |
| 2 | Understanding OneDrive  |  |  |
| 3 | Creating and Opening Workbooks  |  |  |
| 4 | Saving and Sharing Workbooks  |  |  |
| **Working with Cells and Sheets** |
| 5 | Cell Basics When completed upload assignment to Edmodo for grade. |  |  |
| 6 | Modifying Columns, Rows, and Cells  |  |  |
| 7 | Formatting Cells When completed upload assignment to Edmodo for grade. |  |  |
| 8 | Understanding Number Formats  |  |  |
| 9 | Working with Multiple Worksheets  |  |  |
| 10 | Using Find & Replace When completed upload assignment to Edmodo for grade. |  |  |
| 11 | Checking Spelling  |  |  |
| 12 | Page Layout and Printing  |  |  |
| GMetrix | Excel 2019 Create and Manage Worksheets and Workbooks Training |  |  |
| GMetrix | Excel 2019 Create and Manage Worksheets and Workbooks Test |  |  |
| **Formulas and Functions** |
| 13 | Intro to Formulas  |  |  |
| 14 | Creating More Complex Formulas  |  |  |
| 15 | Relative and Absolute Cell References When completed upload assignment to Edmodo for grade. |  |  |
| 16 | Functions  |  |  |
| GMetrix | Excel 2019 Manage Data Cells and Ranges Training |  |  |
| GMetrix | Excel 2019 Manage Data Cells and Ranges Test |  |  |
| **Working with Data** |
| 17 | Basic Tips for Working with Data  |  |  |
| 18 | Freezing Panes and View Options When completed upload assignment to Edmodo for grade.  |  |  |
| 19 | Sorting Data  |  |  |
| 20 | Filtering Data  |  |  |
| 21 | Groups and Subtotals  |  |  |
| 22 | Tables  |  |  |
| 23 | Charts  |  |  |
| 24 | Conditional Formatting  |  |  |
| GMetrix | Excel 2019 Create Tables Training |  |  |
| GMetrix | Excel 2019 Create Tables Test |  |  |
| **Doing More with Excel** |
| 25 | Track Changes and Comments  |  |  |
| 26 | Inspecting and Protecting Workbooks  |  |  |
| 27 | Intro to PivotTables When completed upload assignment to Edmodo for grade. |  |  |
| 28 | Doing More with PivotTables  |  |  |
| 29 | What-if Analysis When completed upload assignment to Edmodo for grade. |  |  |
| GMetrix | Excel 2019 Perform Operations with Formulas and Functions Training |  |  |
| GMetrix | Excel 2019 Perform Operations with Formulas and Functions Test |  |  |
| **Extras** |
| 30 | Buying Office 2019  |  |  |
| 31 | New Features in Office 2019  |  |  |
| 32 | What are Reference Styles?  |  |  |
| 33 | More Resources  |  |  |
| GMetrix | Excel 2019 Create Charts and Objects Training |  |  |
| GMetrix | Excel 2019 Create Charts and Objects Test |  |  |
| GMetrix | Excel 2019 Certification Review Training |  |  |
| GMetrix | Excel 2019 Certification Review Test |  |  |

Notes: