2019-2020

Schmidt, David P.

Miami Beach Senior High School



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

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

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

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

Excel Expert 2019

Study Guide

This Guide 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 Expert 2019!

**** [https://edu.gcfglobal.org/en/excel2019/](https://edu.gcfglobal.org/en/excel2016/)

|  |  |  |  |
| --- | --- | --- | --- |
| Lesson # | Assignment | Due Date | Grade |
| 0 | GMetrix Excel Expert 2019 Baseline Test |  |  |
| **Manage and Design Excel** |
| 1 | Excel Expert 2019 Fundamentals Training  |  |  |
| 2 | Excel Expert 2019 Fundamentals Test |  |  |
| 3 | Excel Expert 2019 Manage Workbook Options and Settings Training |  |  |
| 4 | Excel Expert 2019 Manage Workbook Options and Settings Test |  |  |
| **Create with Excel** |
| 5 | Excel Expert 2019 Manage and Format Data Training |  |  |
| 6 | Excel Expert 2019 Manage and Format Data Test |  |  |
| 7 | Excel Expert 2019 Create Advanced Formulas and Macros Training |  |  |
| 8 | Excel Expert 2019 Create Advanced Formulas and Macros Test |  |  |
| **Review and Practice Certification** |
| 9 | Excel Expert Certification Review Training |  |  |
| 10 | Excel Expert Certification Review Test |  |  |

Notes: