| EXCEL LEVEL I |
| --- |
| Selecting Cells |
| Entering Data |
| Using Simple Formulas (Addition, Subtraction, Multiplication) |
| Using Simple Functions (SUM, AVERAGE, MAX, MIN) |
| Using AutoCalculate (SUM, AVERAGE, MAX, MIN) |
| Managing Worksheet Information (Cut/Copy /Paste, Insert Rows, Columns) |
| Managing Workbook Information (Rename, Hide, Delete) |
| Adjusting Column Width / Row Height |
| Formatting Cells (Font, Size, Fill Color) Using the Ribbon |
| Formatting Cells (Font, Size, Fill Color, Alignment, Merge Text, Wrap Text, Numbers, Date) |
| Using the Table Feature |

| EXCEL: WORKING WITH DATA (LEVEL II) |
| --- |
| Conditional Formatting |
| Sort and Filter |
| Flash Fill |
| Remove Duplicates |
| Text to Columns |
| Consolidate |
| Validate |
| What-If Analysis |
| Subtotal |
| Charts |

| EXCEL PIVOT TABLES/CHARTS (LEVEL II) |
| --- |
| Planning a PivotTable |
| Creating a PivotTable |
| PivotTable Grouping |
| PivotTable Sorting |
| PivotTable Filtering |
| PivotTable Calculated Fields |
| PivotTable with Text Fields |
| PivotTable Data Extraction |
| Creating and Formatting Pivot Charts |

| EXCEL FORMULAS AND FUNCTIONS (LEVEL II) |
| --- |
| Link Formulas |
| 3D Formulas |
| Range Formulas |
| Relative and Absolute Reference Formulas |
| COUNT Function |
| DATE/TIME Functions |
| CONCAT Function |
| TEXT Functions |

| EXCEL FORMULAS AND FUNCTIONS (LEVEL III) |
| --- |
| IF Function |
| AND Function |
| OR Function |
| SUMIF(S) Function |
| COUNTIF(S) Function |
| AVERAGEIF(S) Function |
| VLOOKUP Function |
| NESTED Function |

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| WORD LEVEL I |
|---|
| *Custom Class Only* |
| Inserting Text in a Document |
| Using the Backspace and Delete keys to Edit Text |
| Moving, Cutting and Copying text |
| Changing Font Type and Font Size |
| Formatting Text with Bold, Italic and Underline |
| Changing Text Color |
| Aligning Text |
| Changing Margins |
| Creating Bulleted and Numbered Lists |
| Using Spell Check |
| Using Find and Replace |
| Printing a Document |

| WORD<br>TRACKING CHANGES, WORKING IN LONGER DOCUMENTS, SHARING DATA AND MERGING |
|---|
| Using Styles |
| Inserting Page Breaks |
| Inserting Page Numbers |
| Inserting Headers and Footers |
| Inserting Page Breaks |
| Creating a Table of Contents |
| Inserting Footnotes and Endnotes |
| Working in Outline View |
| Working with Columns |
| Sharing Information |
| Protecting Documents |
| Mail Merge: Letters and Labels |

| WORD<br>TABLES AND ONLINE FORMS |
|---|
| Inserting a Table |
| <ul><li>Working with Rows and Columns</li><li>Merging Cells</li><li>Applying Table Formatting</li><li>Inserting Table Formulas</li><li>Using Tables in Flyer Templates</li></ul> |
| Creating Online Forms |
| <ul><li>Inserting Form Content Controls</li><li>Protecting a Form</li><li>Using Form Templates</li></ul> |

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| OUTLOOK I |
|---|
| *Custom Class Only* |
| Attaching Files to an Email Message |
| Flagging Email Messages for Follow-up |
| Assigning Color Categories to Emails |
| Organizing Messages in Folders |
| Searching for Messages |
| Setting Automatic Replies |
| Scheduling a Calendar Appointment |
| Scheduling a Calendar Meeting |

| OUTLOOK BEYOND THE BASICS |
|---|
| Scheduling a Recurring Calendar Appointment/Meeting |
| Editing/Deleting Calendar Appointment/Meeting |
| Scheduling Appointment/Meeting with Reminder, Notes and Attachment Options |
| Sharing a Calendar |
| Creating an Email Template |
| Creating QuickSteps and Rules |
| Creating QuickParts |
| Creating and Managing Tasks with To Do |

| POWERPOINT AND SWAY: CREATING ENGAGING PRESENTATIONS |
|---|
| Using Slide Masters |
| Inserting Tables |
| Inserting SmartArt |
| Inserting Charts |
| Inserting Audio/Video |
| Using Animation |
| Creating a Basic Sway Presentation |

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## MS365 ONLINE APPS:
## PLANNER, LIST, AND FORMS

Using Planner

- Creating A Plan with Buckets and Tasks
- Changing Plan Views
- Copying Plans

Using Lists

- Creating a Plan Using Pre-Built Templates

Using Forms

- Creating a Form
- Using Questions Types (Choice, Rating, Date, Text . . .)

## FILE MANAGEMENT AND
## SHARING:
## ONEDRIVE & TEAMS

Creating a New File

Creating a New Folder

Opening a File

Uploading a File

Downloading a File

Sharing a File

Moving a File

Deleting a File

Renaming a File

Viewing File Versions

## MS365 ONLINE APPS:
## OUTLOOK, TO DO, AND ONENOTE

Using Outlook

- Attaching Files to An Email Message
- Flagging Email Messages for Follow-Up
- Organizing Messages in Folders
- Searching for Messages
- Scheduling Calendar Appointments/Meetings

Using To Do

- Creating Tasks
- Managing Tasks

Using OneNote

- Creating A Notebook with Sections and Pages
- Adding Information to a Notebook: Text, Tables, Documents, Images

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