

# MS Excel 2019 Pacing Guide

8 Week Course

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[illegible]

## Chapter 3: Manage Tables and Table Data

**Topic 3A: Create a Table**

3.1: Practice - Create a Table

3.1: Quiz - Create a Table

3.2: Practice - Name a Table

3.2 : Quiz - Name a Table

**Topic 3B: Modify Table Rows or Columns**

3.3: Practice - Delete a Table Row

3.3: Quiz - Delete a Table Row

**Topic 3C: Configure Table Styles**

3.4: Practice - Apply a Table Style

3.4: Quiz - Apply a Table Style

3.5: Practice - Modify a Table Style

3.5: Quiz - Modify a Table Style

**Topic 3D: Convert Tables to Cell Ranges**

3.6: Practice - Convert To Range

3.6: Quiz - Convert To Range

**Topic 3E: Sort and Filter a Table**

3.7 : Practice - Filter Records

3.7: Quiz - Filter Records

3.8: Practice - Sort data by Multiple Columns

3.8 : Quiz - Sort data by Multiple Columns

**Chapter 3: Project****Estimated Time to Complete Chapter**

Session 10=90 min

Session 11=90 min

Session 12=45 min

Session 13=45 min

**4 Sessions/270 min = 4.5 hours****Chapter 4: Perform Operations by using Formulas and Functions****Topic 4A: Relative Absolute and Mixed ReferencesPage**

4.0: Practice - Create a Formula using an Absolute Reference

4.0: Quiz - Create a Formula using an Absolute Reference

**Topic 4B: Name Manager in Formulas and Functions**

4.1: Practice - Create Formula using a Named Range across a Workbook

4.1 : Quiz - Create Formula using a Named Range across a Workbook

4.2 : Practice - Create a Formula using a Named Range within a Worksheet

4.2: Quiz - Create a Formula using a Named Range within a Worksheet

**Topic 4C: Calculate and Transform Data**

4.3: Practice - Create a Formula using MIN MAX and AVG

4.3: Quiz - Create a Formula using MIN MAX AVG

**Topic 4D: Count Cells using COUNT COUNTA and COUNTBLANK**

4.4 : Practice - Create a Formula using COUNTBLANK

4.4: Quiz - Create a Formula using COUNTBLANK

4.5 : Practice - Create a Formula using COUNTIF

4.5: Quiz - Create a Formula using COUNTIF

**Topic 4E: Conditional Operations using the IF Function**

4.6: Practice - Create a Formula using IF

4.6: Quiz - Create a Formula using IF

**Topic 4F: Format and Modify Text using Functions**

4.7: Practice - Format the text using a Function

4.7: Quiz - Format the text using a Function

4.8: Practice -Join Text using a Function

4.8: Quiz - Join Text Using a Function

**Chapter 4: Project****Estimated Time to Complete Chapter**

Session 14=90 min

Session 15=90 min

Session 16=90 min

Session 17=90 min

Session 18=90 min

Session 19=90 min

Session 20=90 min

**7 Sessions/630 min = 10.5 hours****Chapter 5: Manage Charts**

**Topic 5A: Insert a Chart**

5.1: Practice - Insert a Chart

5.1: Quiz - Insert a Chart

5.2: Practice - Move a Chart

5.2: Quiz - Move a Chart

**Topic 5B: Modify Chart Data**

5.3: Practice - Swap data over the axis

5.3: Quiz - Swap data over the axis

**Topic 5C: Chart Elements**

5.4: Practice - Add an Axis Title

5.4: Quiz - Add an Axis Title

5.5: Practice - Modify Chart Elements

5.5: Quiz - Modify Chart Elements

**Topic 5D: Format Chart**

5.6: Practice - Apply Chart Styles

5.6: Quiz - Apply Chart Styles

**Chapter 5: Project****Estimated Time to Complete Chapter****Estimated Time to Complete Course**

Session 21=90 min

Session 22=90 min

Session 23=45 min

**3 Sessions/225 min = 3.75 hours****23 Sessions/1,710 min = 28.5 hours**