

MS Excel Expert 2019 Pacing Guide

8 Week Course



Practice 3.3 Use the Switch formula	
Quiz 3.3 Use the Switch formula	
Topic 3C: SUMIF and SUMIFS Formula	Session 8 = 90 min
Practice 3.4: SUMIF Formula	
Quiz 3.4 SUMIF Formula	
Practice 3.5: SUMIFS Formula	
Quiz 3.5 SUMIFS Formula	
Topic 3D: AVERAGEIF and AVERAGEIFS Formula	
Practice 3.6: Using the AVERAGEIF Function	
Quiz 3.6 Using the AVERAGEIF Function	
Practice 3.7: Using the COUNTIF Function	
Quiz 3.7 Using the AVERAGEIFS Function	
Topic 3E: The COUNTIF and COUNTIFS Function	Session 9 = 45 min
Practice 3.8: COUNTIFS Formula	
Quiz 3.8 Using the COUNTIF Function	
Practice 3.9: COUNTIFS Formula	
Quiz 3.9 COUNTIFS Formula	
Project 3	Session 10 = 45 min
Estimated Time to Complete Chapter	4 sessions / 270 min = 4.5 hours

Chapter 4: Functions	
Topic 4A: Lookup References	Session 11 = 90 min
Practice 4.1: VLOOKUP	
Quiz 4.1: VLOOKUP	
Topic 4B: The MATCH Function	Session 12 = 90 min
Practice 4.2: Use the Match Function	
Quiz 4.2: Use the Match Function	
Topic 4C: Creating and editing a Macro	Session 13 = 90 min
Practice 4.3 Create a Macro	
Quiz 4.3 Create a Macro	
Practice 4.4 Run then Edit a Macro	
Quiz 4.4 Run then Edit a Macro	
Topic 4D: Consolidate Data	Session 14 = 45 min
Practice 4.5 Consolidate data	
Quiz 4.5 Consolidate data	
Project 4 Lookup Reference	Session 15 = 45 min
Estimated Time to Complete Chapter	5 sessions / 360 min = 6 hours

Chapter 5: Pivot Tables and Pivot Charts	
Topic 5A: Create Pivot Tables	Session 16 = 45 min
Practice 5.1: Create a New Pivot Table	
Quiz 5.1: Create a New Pivot Table	
Topic 5B: Insert Slicer	Session 17 = 45 min
Practice 5.2: Insert a Slicer	
Quiz 5.2: Insert a Slicer	
Topic 5C: Charts	Session 18 = 90 min
Practice 5.3: Insert a Histogram Chart	
Quiz 5.3 Insert a Histogram Chart	

Topic 5D: Pivot Charts

Practice 5.4 Insert a Pivot Chart

Quiz 5.4 Insert a Pivot Chart

Project 5

Session 19 = 45 min

Estimated Time to Complete Chapter**4 sessions / 225 min = 3.75****Estimated Time to Complete Course****19 sessions / 1,170 min = 19.5 hours**