Session 1 (Introduction, Excel 2013 Lesson 4, 5, & 6)
- Introduction of Class members, Windows, Microsoft Office, and Spreadsheets
- Review menu options and Excel Environment (Excel Lesson 4) – Video Only
- How to open an existing worksheet and a new one (Excel Lesson 5) - Video Only
- Saving and sharing a workbook (Excel 2013 Lesson 6) - Video Only

Session 2 (Excel 2013 Lessons 5, 6, 7)
- Cell Basics (Excel 2013 Lesson 7)
- Entering and deleting text (Excel 2000 Lesson 2.1)

Session 3 (Excel 2000 Lesson 2.1 and Excel 2013 Lesson 8)
- Excel 2000 Lesson 2.1 – (if not completed in previous session)
- Manipulating columns and rows and entering More Data (Excel 2013 Lesson 8)

Session 4 (Excel 2013 Lessons 13, and Excel 2000 Lesson 2, Part 2)
- Constructing simple formulas (Excel 2013 Lesson 13) - Video only
- Constructing simple formulas (Excel 2000 Lesson 2, Part 2)

Session 5 (Excel 2013 Lessons 14 and 16)
- How to construct complex formulas (Excel 2013 Lesson 14)
- Working with basic calculation functions (Excel 2013 Lesson 16)

Session 6 (Excel 2013 Lesson 15 and Excel 2000 Lesson 4)
- Relative and Absolute Cell References (Excel 2013 Lesson 15) - Video only
- Relative and Absolute Cell References (Excel 2000 Lesson 4)

Session 7 (Excel 2013 Lessons 9 and 17)
- Class exercise
- Formatting text and numbers (Excel 2013 Lesson 9)
- Freezing Panes and View Options (Excel 2013 Lesson 17)

Session 8 (Excel 2013 Lesson 22)
- How to Use the Chart Functions

Session 9 (Excel 2013 Lessons 11 and 12)
- Page Layout (Excel 2013 Lesson 11)
- Printing Workbooks (Excel 2013 Lesson 12)
- Distribute Grade Book Problem

Session 10 (Excel 2013 Lessons 18, 19, and 20)
- Sorting and filtering data

Session 11 (Excel 2013 Lesson 10)
- Worksheet Basics (Excel 2013 Lesson 10)
- Review Grade Book Problem

Session 12 (Excel Lesson 21)
- Other functions (if time allows)