

# EXCEL 2007/2010/2013/2019/365 INTRODUCTION - SYLLABUS

(Lesson numbers reference: <http://www.gcflearnfree.org/excel2013>

or <http://www.gcflearnfree.org/excel2016>

or for Excel 2019 & 365 [Free Excel Tutorial at GCFGlobal](#)

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## **Session 1** (Introduction, Excel 2016 Lesson 1, 3, & 4)

- Introduction of Class members, Windows, Microsoft Office, and Spreadsheets
- Getting Started with Excel (Excel Lesson 1) – **Video Only**
- Creating and Opening an Existing Worksheet (Excel Lesson 3) - **Video Only**
- Saving and sharing a workbook (Excel 2016 Lesson 4) - **Video Only**

## **Session 2** (Excel 2016 Lessons 5)

- Cell Basics (Excel 2016 Lesson 5)
- Entering and deleting text (Excel 2000 Lesson 2.1)

## **Session 3** (Excel 2000 Lesson 2.1 and Excel 2016 Lesson 6)

- Excel 2000 Lesson 2.1 – (if not completed in previous session)
- Manipulating columns and rows and entering More Data (Excel 2016 Lesson 6)

## **Session 4** (Excel 2016 Lessons 13, and Excel 2000 Lesson 2, Part 2)

- Constructing simple formulas (Excel 2016 Lesson 13) – **Video only - Maybe**
- Constructing simple formulas (Excel 2000 Lesson 2, Part 2)

## **Session 5** (Excel 2016 Lessons 14 and 16a & b)

- Creating more complex formulas (Excel 2016 Lesson 14)
- Working with basic calculation functions (Excel 2016 Lesson 16a & b)

## **Session 6** (Excel 2016 Lesson 15 and Excel 2000 Lesson 4)

- Relative and Absolute Cell References (Excel 2016 Lesson 15) - **Video only**
- Relative and Absolute Cell References (Excel 2000 Lesson 4)

## **Session 7** (Excel 2016 Lessons 7a & b and 8a & b)

- Class exercise
- Formatting text (Excel 2016 Lesson 7a & b)
- Formatting Numbers (Excel 2016 Lesson 8a & b)

## **Session 8** (Excel 2016 Lesson 23a & b)

- How to Use the Chart Functions (Excel 2016 Lesson 23a & b)

## **Session 9** (Excel 2016 Lessons 12)

- Page Layout and Printing (Excel 2016 Lesson 12)
- Distribute Grade Book Problem (**optional**)

## **Session 10** (Excel 2016 Lessons 19 and 20)

- Sorting (Excel 2016 Lesson 19)
- Filtering data (Excel 2016 Lesson 20)

## **Session 11** (Excel 2016 Lesson 18)

- Freeze Panes and Viewing (Excel 2016 Lesson 18)
- Review Grade Book Problem
- Other functions (if time allows)

## **Session 12** (Excel Lesson 21)

- Tables (Excel 2016 Lesson 21)
- Other functions (if time allows)

**Session 13** (Review and Misc.)