Session 1 (Introduction, Excel 2016 Lesson 1, 3, & 4)
• Introduction of Class members, Windows, Microsoft Office, and Spreadsheeting
  • 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.)