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| **Week 1:**  **Topics**   * Interface Basics and Navigation * Home Tab   + Font   + Alignment   + Paragraph * Cell Formats * Formula Basics   + Rules of algebra * Function Library * Insert Function Dialog Box * Sample Functions   + Sum, Average, Count, Max, Min   + Sumif, Today, Concatenate   + Sum, Median, If * Name Manager * Conditional Formulas   **Class Projects**   * Basic Formatting - Consumer Sports.xlsx * Basic Formulas - Garden Tools.xlsx * Basic Formulas - SAT Scores.xlsx * Name Manager - IT Expenses.xlsx * Name Manager - Shipments By Category.xlsx * Name Manager - Vehicle Miles.xlsx * Conditional Formula - Garden Tools.xlsx * Conditional Formula - Home Estimator.xlsx   **Step-by-Step Book**   * Review Chapters 1, 2, 3, 4 | **Week 2:**  **Topics**   * Tables * Multiple Worksheets * Cross-tab calculations * Formula Auditing * Calculation Options * Data Analysis (Data Tab) * Sorting/Filtering * Data Tools   + Text to Columns   + Remove Duplicates   + Data Validation * Outline/Grouping * Printing Options * Freeze, Split, Hide   **Class Projects**   * Cross Tab Calculations - Monthly Sales.xlsx * Basic Formulas - Name SSnum.xlsx * Basic Formulas - State Codes * Printing - MLS.xlsx * Printing - Orders.xlsx * Tables - Customers.xlsx * Tables - Products.xlsx * Sort - MLS.xlsx * Sort - Orders.xlsx * Filter - MLS.xlsx * Filter - Orders.xlsx * Data Analysis - MLS.xlsx * Outline - Subtotals - Sales By Season.xlsx * Data Tools - Text to Columns - Name SSnum.xlsx * Data Tools - Remove Duplicates - Name SSnum.xlsx   **Step-by-Step Book**   * Review Chapters 6, 9, 10 |

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| **Week 3:**  **Topics**   * Charts * Sparklines * Workbook Protection * Templates * Nested Functions   **Advanced Topics**   * VLOOKUP * PivotTables * Importing/Exporting Data * Web Queries * Macros * SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, AVERAGEIFS   **Class Projects**   * Advanced Formulas - Countifs-Sumifs-Car\_Inventory * Advanced Formulas – PackagingCosts * Charts - CreateChart.xlsx * Charts - Domestic Sales.xlsx * Charts - Fulltime Programs.xlsx * Sparklines.xlsx * Tables - Customers.xlsx * PivotTables - CreatePivot.xlsx * PivotTables - Schedule PivotTable.xlsx * PivotTables - Products 1.xlsx * Vlookup - Student Grades.xlsx * Vlookup - SSN.xlsx * Protection - Mortgage.xlsx * Web Query - Stock Portfolio.xlsx * Web Query - Web Tables.xlsx * Study Guide Review * Excel Final Projects Assignment Review   **Study Guide**   * Study Guide Review   **Homework**   * Excel Final Projects Assignments |