

Day	UpTrend Course	Instruction File	Work Together File	On Your Own File
Module 1 - Manage Worksheets & Workbooks				
1	1.1 Import data into workbooks Section 1 - Import data from .txt and .csv files	1-1-a City Arts Center	1-1-b Tinos Taco Truck	1-1-c Wing Watchers
2	1.2 Navigate within workbooks Section 1 - Search for data within a workbook Section 2 - Navigate to named cells, ranges, or workbook elements Section 3 - Insert and remove hyperlinks	1-2-a Carls Convenience Mart	1-2-b Protect U Insurance	1-2-c Formula One Drivers
3	1.3 Format worksheets and workbooks Section 1 - Modify page setup Section 2 - Adjust row height and column width Section 3 - Customize headers and footers	1-3-a Woodland Camping Supplies	1-3-b Dons Delivery	1-3-c Dinosaur Data
4	1.4 Customize options and views Section 1 - Customize the Quick Access Toolbar Section 2 - Display and modify workbook content in different views Section 3 - Freeze worksheet rows and columns Section 4 - Modify basic workbook properties Section 5 - Display formulas	1-4-a The Supply Station	1-4-b PA Population	1-4-c Top 200 Movies
5	1.5 Configure content for collaboration Section 1 - Setting a print area & configuring alternative formats Section 2 - Inspect workbook & save in alternative format	1-5-a Video Game Sales	1-5-b Suttons Service Shop	1-5-c Alpine Athletes
Module 2 - Manage Data Cells & Ranges				
6	2.1 Manipulate data in worksheets Section 1 - Paste data Section 2 - Fill Series Section 3 - Delete columns, rows, cells	2-1-a Katie's Kitchen	2-1-b Barber Republic	2-1-c City Cycle Club
7	2.2 Format cells and ranges Section 1 - Format cells & ranges Section 2 - Apply styles and number formats to cells & ranges	2-2-a Ace Auto Parts	2-2-b Household Expenses	2-2-c Clean Cut Lawn Mowing
8	2.3 Named Tables and Ranges Section 1 - Create and name a table Section 2 - Name a range and use it in a formula	2-3-a Blue Mountain Travel	2-3-b Café Express	2-3-c Internet Users
9	2.4 Summarize data visually Section 1 - Apply and remove conditional formatting Section 2 - Insert sparklines	2-4-a Kandy's Candy	2-4-b Fast Pace Running Club	2-4-c City Populations
Module 3 - Manage Tables & Table Data				
10	3.1 Create and format tables Section 1 - Configure Table Style Options Section 2 - Insert and configure total rows	3-1-a National Parks	3-1-b The Cheese Cellar	3-1-c Painters Pail
11	3.2. Filter and sort table data Section 1 - Filter records Section 2 - Sort data by multiple columns	3-2-a UFixIt Tool Kits	3-2-b Happy Paws Pet Supplies	3-2-c Apple Varieties
Module 4 - Perform Operations by Using Formulas & Functions				
12	4.1 Insert references Section 1 - Relative, absolute, and mixed references Section 2 - Reference named ranges in formulas Section 3 - Introduction to functions	4-1-a Sams Suits	4-1-b Keystone State Lines	4-1-c Piston Auto
13	4.2 Calculate and transform data using functions Section 1 - Perform calculations using the AVERAGE, MAX, MIN, and SUM functions Section 2 - Count cells using the COUNT, COUNTA, and COUNTBLANK functions Section 3 - Perform conditional operations using the IF function	4-2-a Kellys Jams and Jellies	4-2-b Select IT	4-2-c Miss Pollys Math Class
14	4.3 Format and modify text Section 1 - Format text using RIGHT(), LEFT(), and MID() functions Section 2 - Format text by using UPPER(), LOWER(), and LEN() functions Section 3 - Format text by using the CONCAT() and TEXTJOIN() functions	4-3-a Novel Idea Book Club	4-3-b All Pro Plumbing	4-3-c City Softball League
5 - Manage Charts				
15	5.1 Create charts Section 1 - Create charts and chart sheets Section 2 - Add data series to charts	5-1-a Black Bears	5-1-b Castle Guitars	5-1-c Market Madness
16	5.2 Modify charts Section 1 - Add and modify titles, axis, and axis titles Section 2 - Add and modify data labels, data table, gridlines and legend	5-2-a The Power Zone	5-2-b Yosemite Visits	5-2-c Plainfield Library
17	5.3 Format charts Section 1 - Apply chart layouts, colors, and styles Section 2 - Add Alt Text to the chart	5-3-a The Great Lakes	5-3-b Sandy Hill Golf	5-3-c Fionas Flowers
18	Exam Prep Using Gmetrix			
19	Exam Prep Using Gmetrix			
20	Certification exam			