



Digital Literacy II: Office Productivity

Unit 3 Spreadsheets

STUDY GUIDE

Complete this Unit and you will be able to perform the following skills in Microsoft Excel 2013

- Navigate the Excel environment
- Identify and describe elements in Excel's interface
- Create, open, and save workbooks
- Insert, rename, and hide worksheets
- Move, copy, and delete sheets
- Enter and edit data
- Format cells, columns, and rows
- Sort and filter data
- Create charts
- Calculate data with formulas and functions
- Modify page layout and print workbooks

Study the learning objects outlined below at <http://www.gcflearnfree.org/excel2013>. Some chapters consist of multiple web pages; click the pagination buttons at the bottom of each page to read the entire chapter.

For each lesson:

- Download the practice spreadsheet (link at the top of page 1)
- Watch the videos (where applicable)
- Practice spreadsheet skills by following along on your PC
- Complete the Challenge questions on the last page

NOTE: The web pages that you read may include links to further references or other websites. You are not required to follow the links and read the additional information unless you need further clarification to understand a topic or learn a particular skill.

For each chapter, read all pages and complete the associated Challenge questions unless noted otherwise





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EXCEL FUNDAMENTALS

1. Chapter 4: Getting Started with Excel
2. Chapter 5: Creating and Opening Workbooks (pages 1, 2)
3. Chapter 6: Saving and Sharing Workbooks (pages 1-3)
4. Chapter 10: Worksheet Basics
5. Chapter 7: Cell Basics
6. Chapter 8: Modifying Columns, Rows, and Cells (pages 1-5)
7. Chapter 9: Formatting Cells (pages 1-3, 5)
8. Chapter 18: Sorting Data (pages 1, 3)
9. Chapter 19: Filtering Data (pages 1, 2)
 - a. On page 2, read “To filter with search”
 - b. Skip remaining sections on page 2
10. Chapter 22: Charts
11. Complete Lab 1

FORMULAS and FUNCTIONS

1. Chapter 13: Simple Formulas
2. Chapter 14: Complex Formulas
3. Chapter 16: Functions
4. Complete Lab 2

PAGE LAYOUT and PRINTING

1. Chapter 11: Page Layout
2. Chapter 12: Printing Workbooks
3. Complete Lab 3





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