

## Excel Basics – Provided by B<sup>2</sup>Hub Accelerator Program

Date	Instructions	Activities	Description
Week -1: Oct. 17	Online and Link will be Provided	Onboarding – online	Introduction to Excel Course <b>Video:</b> Introduction to Chapter 1
Oct. 18	<b>Chapter 1</b> Introduction to Spreadsheets	<b>Step-1:</b> Enter Require Text <b>Step-2:</b> Applying Autofill as a Sequence	Planning a Worksheet Design
Oct. 19	<b>Class – Instruction</b> 6 pm to 7 pm	<b>Step-3:</b> Enter values <b>Step-4:</b> Enter Dates and Times	
Oct. 20		<b>Begin Assignment 1</b>	<b>Video:</b> Introduction
Oct. 21	<b>Class – Instruction</b> 6 pm to 7 pm	<i>Assignment 1-continues</i>	
<b>Happy Weekend</b>			
Week-2: Oct. 31	<b>Chapter 2</b> Mathematical Operations and Formulas	<b><u>Turn-in Assignment 1</u></b>	<b>Video:</b> Introduction to Chapter 2
Nov. 1		<b>Review Provided Materials</b> <b>Step-1:</b> Using Cell References in formulas	Apply the Order of Operations
Nov. 2	<b>Class – Instruction</b> 6 pm to 7 pm	<b>Step-2:</b> Use Semi-Selection to Create a Formula <b>Step-3:</b> Copy Formulas	
Nov. 3		<b>Step-4:</b> Displaying Cell Formulas <b>Begin: Assignment 2</b>	
Nov. 4	<b>Class – Instruction</b> 6 pm to 7 pm	<i>Assignment 2 continues</i>	
<b>Happy Weekend</b>			
Week-3: Nov. 7	<b>Chapter 3</b> Worksheet Structure and Clipboard Tasks	<b><u>Turn-in Assignment 2</u></b> <b>Step-1:</b> Insert Cells, Columns, Rows	<b>Video:</b> Introduction to Chapter 3
Nov. 8		<b>Step-2:</b> Delete Cells, Columns, and Rows <b>Step-3:</b> Adjust Column Width	
Nov. 9	<b>Class – Instruction</b> 6 pm to 7 pm	<b>Step 4:</b> Select a Range <b>Step-5:</b> Copy and Paste a Range	
Nov. 10		<b>Step-6:</b> Use Paste Options and Paste Special <b>Begin: Assignment 3</b>	<b>Video:</b> Worksheet Structure & Clipboard Tasks

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Nov. 11	<b>Class – Instruction 6 pm to 7 pm</b>	Assignment 3 continues	Video: Demo File
<b>Happy Weekend</b>			
<b>Week-3:</b> Nov. 14	<b>Chapter 4</b> Worksheet Formatting	<b><u>Turn-in Assignment 3</u></b>	<b>Video:</b> Introduction to Chapter 4
Nov. 15		<b>Step-1:</b> Applying Cell Styles, Alignment, and Font Options <b>Step-2:</b> Change Horizontal and Vertical Cell Alignment	
Nov. 16	<b>Class – Instruction 6 pm to 7 pm</b>	<b>Step-3:</b> Increase and Decrease the Indent <b>Step-4:</b> Apply Borders and Fill Color	
Nov. 17		<b>Step-5:</b> Apply a Number Format <b>Begin: Assignment 4</b>	
Nov. 18	<b>Class – Instruction 6 pm to 7 pm</b>	<i>Assignment 4 – Continues</i>	
<b>Happy Thanksgiving</b>			
<b>Week-4:</b> Nov. 28	<b>Chapter 5</b> Worksheets, Page Setup, and Printing	<b><u>Turn-in Assignment 4</u></b>	<b>Video:</b> Introduction to Chapter 5
Nov. 29		<b>Step 1:</b> Copy or Move a Worksheet <b>Step 2:</b> Specify Page Options	
Nov. 30	<b>Class – Instruction 6 pm to 7 pm</b>	<b>Step 3:</b> Creating Headers and Footers <b>Step 4:</b> Previewing and Printing a Worksheet	
Dec. 1		<b>Begin: Assignment 5</b>	<b>Video:</b> Worksheets, Page Setup, and Printing
Dec. 2	<b>Class – Instruction 6 pm to 7 pm</b>	<i>Assignment 5 - Continues</i>	
<b>Happy Weekend</b>			
Dec. 5	End of Class	<b><u>Turn-in Assignment 5</u></b>	