

Week	Topic	Pages To Read	Videos To Watch	Homework To Do	Quiz/Test Date	Date
Week 1 = Mon, Apr, 1 to Fri, Apr, 5	Syllabus					Mon, Apr 1, 2013
	Excel Keyboard Shortcuts	1-24	#1,2	#1-4		Tue, Apr 2, 2013
	Raw Data v Information: SUMIFS, PivotTables Tracking down errors in data Table Format Structure Excel Table Feature Auto Complete	25-57	#3,4,5	#5-11		Wed, Apr 3, 2013
	Percentages/Numbers/%Change Number Formatting	57-78	#14,6	#12-14		Thu, Apr 4, 2013 Fri, Apr 5, 2013
	Data Alignment	78-88	#7	#15-18		Mon, Apr 8, 2013
Week 2 = Mon, Apr, 8 to Fri, Apr, 12	Style Formatting Table Styles Cell Styles Page Setup	89-118	#8,9,10	#19-21		Tue, Apr 9, 2013 Wed, Apr 10, 2013
	Formulas Defined Five Types of Formulas Formula Elements Creating Formulas	119-143	#11	#22-30		Thu, Apr 11, 2013 Fri, Apr 12, 2013
	Order of Operations IF function Putting Cell Reference in Formula	144-155	#12,13	#31-33		Mon, Apr 15, 2013
	8 Types of Cell References Assumption Tables Scenarios	155-207	#15,16,17,18,19,20	#34-44	Angel Quiz 1	Tue, Apr 16, 2013
Week 3 = Mon, Apr, 15 to Fri, Apr, 19			Extra Video at our web site titled: "Excel Cell References 15 Examples Formulas, Conditional Formatting & Data Validation"			Wed, Apr 17, 2013
	Functions: LARGE, SMALL, FV, AVERAGE, AVERAGEIF, PMT, MAX, MIN, COUNT, MIN, COUNTA, SUMIFS, COUNTIFS, COUNTIF, Logical Tests AND and OR, Defined Names, Create Names From Selection,	207-240	#21, 22, 23, 24, 25	#45-46		Thu, Apr 18, 2013
					Test 1 sent out	Fri, Apr 19, 2013
Week 4 = Mon, Apr, 22 to Fri, Apr, 26						Mon, Apr 22, 2013
	SUMPRODUCT function	240-247	#26	#47-48	Test 1 upload to Angel	Tue, Apr 23, 2013
			Extra Video at our web site titled: "Excel Magic Trick 777: SUMPRODUCT Function -- Basics To Advanced (14 Examples)"			Wed, Apr 24, 2013
			Extra Video at our web site; "Excel Magic Trick 779: SUMIFS Faster Than SUMPRODUCT & TEXT When Using "Jan" Month Criteria"			Thu, Apr 25, 2013 Fri, Apr 26, 2013

Week	Topic	Pages To Read	Videos To Watch	Homework To Do	Quiz/Test Date	Date
Week 5 = Mon, Apr, 29 to Fri, May, 3	IF function, OR function, AND function	248-268	#27	#49		Mon, Apr 29, 2013
						Tue, Apr 30, 2013
	Lookup Functions: VLOOKUP, Data Validation, MATCH, INDEX, CHOOSE	268-308	#28, 29, 30, 31	#50-59		Wed, May 1, 2013
	Lookup Functions: VLOOKUP, Data Validation, MATCH, INDEX, CHOOSE					Thu, May 2, 2013
	Lookup Functions: VLOOKUP, Data Validation, MATCH, INDEX, CHOOSE					Fri, May 3, 2013
Week 6 = Mon, May, 6 to Fri, May, 10	Lookup Functions: VLOOKUP, Data Validation, MATCH, INDEX, CHOOSE		Extra Video at our web site titled: "Excel Magic Trick 778: INDEX & MATCH Functions Beginning To Advanced (18 Examples)"			Mon, May 6, 2013
	Lookup Functions: VLOOKUP, Data Validation, MATCH, INDEX, CHOOSE					Tue, May 7, 2013
	ROUND function, Different Types Of Averages, Goal Seek, Compatibility Functions	308-319	#31, 32	#60-61		Wed, May 8, 2013
	Array Formulas	320-339	#35, 36	#62-68	Angel Quiz 2	Thu, May 9, 2013
	Array Formulas				Test 2 sent out	Fri, May 10, 2013
Week 7 = Mon, May, 13 to Fri, May, 17	Array Formulas				Test 2 upload to Angel	Mon, May 13, 2013
	Array Formulas					Tue, May 14, 2013
	Array Formulas					Wed, May 15, 2013
	Data Analysis - Sort	341-359	#37	#69-74		Thu, May 16, 2013
	Data Analysis - Sort				Angel Quiz 3	Fri, May 17, 2013
Week 8 = Mon, May, 20 to Fri, May, 24	Data Analysis - Subtotal & PivotTables	360-373	#38	#75		Mon, May 20, 2013
	Data Analysis - PivotTables	374-419	#39-43,#45	#78-83		Tue, May 21, 2013
	Data Analysis - PivotTables					Wed, May 22, 2013
	Data Analysis - Filter	420-433	#43	#76, 77		Thu, May 23, 2013
	Data Analysis - Advanced Filter	434-448	#46	#84-87		Fri, May 24, 2013
Week 9 = Mon, May, 27 to Fri, May, 31	Data Analysis - Text To Columns, Data Import	448-464	#47, 48	#88-90		Mon, May 27, 2013
	Charts -	465-506	#49	#91-96		Tue, May 28, 2013
	Charts -		Extra video at our web site: "Excel Magic Trick 786: Dynamic 5 Week Chart Example When Formulas Better Than PivotTable"			Wed, May 29, 2013
	Conditional Formatting	507-521	#50	#97-99		Thu, May 30, 2013
	Conditional Formatting		Extra video at our web site: Excel Magic Trick 787: Conditional Formatting Basic To Advanced (30 Examples)		Angel Quiz 4	Fri, May 31, 2013
Week 10 = Mon, Jun, 3 to Fri, Jun, 7	Macros & Advanced Formulas	522-526	#51-53	#100-103		Mon, Jun 3, 2013
			Extra Video at our web site: "Excel Magic Trick 783: Date Functions & Formulas (17 Examples)"			Tue, Jun 4, 2013
						Wed, Jun 5, 2013
						Thu, Jun 6, 2013
Week 11 = Mon, Jun, 10 to Thu, Jun, 13					Test 3 sent out	Mon, Jun 10, 2013
						Tue, Jun 11, 2013
						Wed, Jun 12, 2013
					Test 3 Due & Project Due	Thu, Jun 13, 2013