

Microsoft Excel — Jasperactive Data Map

Lesson #	Learn Exercise Name	Starter Files	Resource Files
1	Learn to use the Ribbon Change the screen view Change the Ribbon display Use keyboard shortcuts Learn to enter text data Use Enter to move to another cell Enter text data Use AutoComplete Learn to enter numeric data Enter numeric data Enter non-recognizable characters Learn to work with dates Enter dates Learn to save workbooks Save the workbook Learn to create new workbooks Create a new workbook Use workbook templates Learn to switch between workbooks Switch between workbooks Learn to close workbooks Close the workbook without saving Close workbooks using different methods Learn to check compatibility Check compatibility issues Save a workbook in an older format Learn to select cell ranges Select a range of cells Select columns or rows Select a range of cells Use the keyboard to select a range of cells	Create new blank workbook Create new blank workbook Enter_numeric_data Enter_date Book1 Price Quote 0630 Create new blank workbook Create a workbook from a template Travel expense calculator1 Price Quote 0630 Book2 Vacation items checklist1 Price Quote 0630 Travel expense calculator1 Popular Tours Retirement Planner Create new blank workbook	

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Lesson #	Learn Exercise Name	Starter Files	Resource Files
2	Learn to edit cell content		
	Save the workbook	World Travel Destinations	
	Edit cells		
	Edit cells		
	Edit date values		
	Edit cells		
	Use Undo and Redo		
	Learn to copy and paste data		
	Save the workbook	Office Expenses	
	Enter data across columns		
	Copy and paste data		
	Copy data		
	Copy and paste data		
	Enter data		
	Learn to use Paste Special		
	Use Paste Special - Values	Paste Special	
	Use Paste Special - Formulas		
	Use Paste Special - Transpose		
	Learn to copy and move data with the mouse		
	Move cell contents	Office Expenses_Moving	
	Move cell contents		
	Move multiple cells		
	Copy cells using drag-and-drop		
	Learn to add and delete rows, columns and cells		
	Insert a row	Office Expenses_Moving	
Insert rows			
Insert a column			
Enter data			
Delete a row			
Delete a column			
Delete the contents of a cell			
Learn to modify column widths			
Change a column width	Price Quote 0730		
Adjust column widths			
Change row height			

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Lesson #	Learn Exercise Name	Starter Files	Resource Files
	Learn to use hide and unhide Unhide a column Unhide a row Hide a column Hide rows	Political Contributions	
	Learn to use AutoFill Use FlashFill with text values Delete range Use Flash Fill Delete range Use Flash Fill Use Flash Fill Use AutoFill with numeric values Change the AutoFill series Use AutoFill with text values	Customer List AutoFill	
	Learn to rename worksheet tabs Rename worksheet tabs Rename a worksheet	Department Budget	
	Learn to insert, delete, move and copy worksheets Insert a new worksheet Rename a worksheet Insert a worksheet Delete a worksheet Create a copy of a worksheet Move a worksheet	Department Budget_Quarter	
	Learn to hide and unhide worksheets Hide a worksheet Hide worksheets using the right-click menu Unhide hidden workshets Unhide worksheets using the right-click menu	Department Budget_hide	
	Learn to add color to worksheet tabs Add color to worksheet tabs Add color to worksheet tabs using the right-click menu	Department Budget_hide	

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Lesson #	Learn Exercise Name	Starter Files	Resource Files
3	Learn to use formulas Use a formula to add cell values Change the value in a referenced cell Copy a formula that uses relative addressing Enter a formula Copy a formula Recalculate formulas Copy formulas from one worksheet to another sheet	Quarterly Income Statement Formulas	
	Learn to reference cells in other worksheets Reference other worksheets Use AutoFill Reference cells in other worksheets	Quarterly Income Statement References	
	Learn to calculate the SUM total Use AutoSum to insert a SUM function Copy the SUM function to other cells Insert and copy a SUM function Use a smart tag Copy data from one worksheet to another	Quarterly Income Statement SUM	
	Learn to use the statistical functions Save a workbook Use the SUM function to calculate the subtotal values Use the SUM function Use the SUM function Enter formulas Enter totals based only on the subtotal values Enter formulas	Weekly Expense Report Statistics	
	Learn to use the IF function Save the workbook Enter formulas Use the IF function Use the ROUND function Copy the formula	AirKim Awards Points	
	Learn to use text functions Enter text values Use a CONCAT text function Use a TEXTJOIN function Use a LOWER function	Create new blank workbook	

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Lesson #	Learn Exercise Name	Starter Files	Resource Files
	Use an UPPER function Use a PROPER text function Use a MID text function Use a LEN text function Use a CONCAT text function Learn to use absolute cell references Use AutoSum Reference cells in another sheet Reference cells in another sheet Use relative cell references Enter cell data Copy cell contents Use absolute cell references Use absolute cell references Learn to display formulas Display formulas in cells Turn off the display of formulas	Quarterly Income Statement Company Quarterly Income Statement Show Formulas	
4	Learn to apply numeric formats Use the Number format Display numbers with the comma separator Use the currency format Change the number of decimal digits Use the Date format Use the Special format Learn to modify cell alignment Use Text wrapping Turn off Text wrapping Use Merge & Center Unmerge cells Change the cell orientation Use align left Use align right Change alignments Format the worksheet	Travel Itinerary Numeric Formats Tolano Travel Itinerary.xlsx	

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Lesson #	Learn Exercise Name	Starter Files	Resource Files
	Learn to change fonts and font styles		
	Change the font size and style	Travel Itinerary Fonts	
	Change the font style		
	Change the font size		
	Change the font style		
	Bold the title cells		
	Change the font		
	Change the font		
	Learn to apply borders		
	Apply outside borders	Travel Itinerary Borders	
	Apply outside borders		
	Change border color and style		
	Draw inside borders		
	Change border settings		
	Learn to apply colors and patterns		
	Apply a background color to a range of cells	Travel Itinerary Colors	
	Apply a pattern to a range of cells		
	Apply a background color		
	Learn to use the Format Painter		
	Apply the desired formatting	RV Booking	
	Use the Format Painter		
	Use the Format Painter		
Learn to use the Clear command			
Use different Clear commands	Clear Formats2		
Learn to apply cell styles			
Apply built-in cell styles	Balance Sheet		
Use the Format Painter to apply styles			
Apply the Currency [0] style			
Apply the Comma [0] style			
Apply the Total style			
Apply cell styles			
Learn to apply conditional formatting			
Apply a conditional format to identify mid-level customers	Sales By Customer		
Apply a conditional format to the best customers			
Test the conditional formatting			

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Lesson #	Learn Exercise Name	Starter Files	Resource Files
	Learn to remove conditional formatting Remove conditional formatting using the Rules Manager Remove conditional formatting using the Clear Rules option	Sales by Customer (Clear)	
5	Learn to use multiple workbooks Open a new window Edit a value Learn to split panes Add a split bar Enter text in split panes Learn to freeze panes Freeze the panes Learn to change the zoom Change the magnification level Reset the magnification level Zoom into a block Learn to change the view Work in Print Preview mode Work in Page Layout view Change to Page Break Preview Change to Normal view Learn to adjust the page layout Insert a manual page break Change to Print Preview Remove a manual page break Change to Page Break Preview Reposition a page break between columns Reposition a page break between rows Remove a manual page break Remove all manual page breaks Reposition page breaks Switch back to Print Preview Switch to Normal view Remove all page breaks Learn to use page setup options Change the orientation Change the scale Modify options in Backstage	Ski Resort Snowfall Ski Resort Snowfall Ski Resort Snowfall Ski Resort Snowfall Ski Resort Snowfall Ski Resort Snowfall	

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Lesson #	Learn Exercise Name	Starter Files	Resource Files
	Adjust the margins Revert to default settings Specify to print headings Print one page Learn to add a header or footer Preview the pages Insert a header Insert a footer Add a logo to the header Learn to print titles and a cell range Preview the pages Use the Ribbon to open the Page Setup dialog box Specify rows to repeat Specify columns to repeat Preview the pages Set a print area Remove a print area Learn to print select worksheets Specify which sheets to print	Ski Resort Snowfall Ski Resort Snowfall Titles Quarterly Income Statement	tolano logo for header.jpg
6	Learn to create a chart Select a data range for the chart Insert a chart Add alt text to the chart Learn to move and resize a chart Reposition a chart Resize the chart Move the chart legend Create a chart sheet Learn to change chart types Change the chart type Change the chart type Change the chart type Learn to explode a pie chart Select the data ranges for a pie chart Create a pie chart	Website Hits Basic Chart Website Hits Resize Website Hits Chart Types Website Hits Pie Chart	

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Lesson #	Learn Exercise Name	Starter Files	Resource Files
	Learn to change chart layout options Apply a Quick Layout and a style Switch rows and columns in the data source Switch rows and columns back Change the chart title Add titles to chart axes Remove the chart legend Add a chart legend Move the chart into its own sheet Reposition the pie chart Add chart gridlines Learn to add data to a chart Add new data to a worksheet Add the new data to the chart Learn to insert sparklines Add a sparkline chart Copy the sparkline to other cells Display markers for the highest and lowest points Change the sparkline type Clear the sparkline group Learn to preview charts for printing Preview the printout Change the orientation Preview only the pie chart on its own for printing Preview the Chart1 chart sheet for printing Learn to use the Quick Analysis tool Use the Quick Analysis tool to apply conditional formatting Remove the conditional formatting Create a chart using the Quick Analysis tool Use the Quick Analysis tool to insert sparklines	Website Hits (layout options) Website Hits Add Data Website Hits Sparklines Website Hits Printing Caribbean Vacation Bookings	
7	Learn to create range names Create a range name Create another range name Enter summary formulas using range names Create range names from a selection Create range names using the Name Manager Use range names in formulas	Income Statement Create Range	

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Lesson #	Learn Exercise Name	Starter Files	Resource Files
	Learn to modify name ranges Insert rows Expand a named range Delete a named range	Income Statement Modify Range	
	Learn to use the Go To feature Use the Go To dialog box Use the Name Box Use the Go To dialog box Use the Name Box	Income Statement Go To	
	Learn to create tables Convert data to a table Change the table name Insert a Total Row Enter common statistical formulas Add a new column and enter a formula Add a total calculation for the new column	Monthly Call Volume Table	
	Learn to modify table data Add a new row to the table Add a column to the table Check formula references Delete a column from the table Add a row to the table Delete a arow from the table	Monthly Call Volume Modify Table	
	Learn to format table data Highlight the first and last columns View the banded columns option Turn row banding off Preview table styles Clear table styles Apply a table style Turn off the AutoFilter icon	Monthly Call Volume Format Table	
	Learn to convert a table Convert a table	Monthly Call Volume Convert Table	
	Learn to sort data Sort using a single column Sort using two columns Restore the original sort order	Flights Sort	

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Lesson #	Learn Exercise Name	Starter Files	Resource Files
	Learn to filter information Filter for specific months Specify different filter criteria Specify multiple filtering criteria Turn off AutoFilters	Monthly Call Volume Filter	
8	Learn to customize toolbars Add buttons to the Quick Access Toolbar Remove buttons from the Quick Access Toolbar Learn to find and replace data Look for a word Try different find options Use the Replace feature Learn to insert hyperlinks Insert a hyperlink to a website Insert a hyperlink to other workbooks Test a hyperlink Modify a hyperlink Edit link text without following link Create a custom ScreenTip for a hyperlink Test the changed Balance Sheet workbook hyperlink Delete a hyperlink Learn to import text Specify the text file to import Specify the delimiter character Load the imported text Save the workbook with the imported data Learn to open non-native files in Excel Open a file directly in Excel Save the data as an Excel workbook Learn to export data from Excel Export worksheet data Use Notepad to view the CSV file Learn to edit workbook properties Enter document properties	Blank workbook World Capitals Financial Statement Links Book2 (blank workbook) Blank workbook Flights Export Blank workbook Financial Statement Properties	Income Statement Create Range Balance Sheet Quarterly Income Statement Company Eco Cruises.txt Global Swimsuits.csv

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	Learn to use the Document Inspector Check for issues	Financial Statement Inspection	
	Learn to check for accessibility issues Check Accessibility Fix an accessibility error Fix the warning Re-run the accessibility checker	Caribbean Vacation Bookings Accessibility	