

# MS EXCEL PACING GUIDE FALL 2019

STANDARD	STARTING	ENDING	STANDARD	STARTING	ENDING
1.01 OVERVIEW	Aug 26	Aug 28	1.08 MANAGING WORKBOOKS	Oct 7	Oct 11
1.02 WORKING WITH EXCEL	Aug 29	Aug 30	2.01 EXPERT MANAGE AND PROTECT		
1.03 USING OFFICE BACKSTAGE	Sept 3	Sept 4	1.09 DATA AND MACROS	Oct 14	Oct 18
1.04/1.05/1.10 EXPERT 2.03 FORMULAS, FUNCTIONS	Sept 5	Sept 20	1.11 SECURING AND SHARING	Oct 21	Oct 22
1.06/1.07 FORMATTING WORKSHEETS CELLS AND RANGES EXPERT 2.02 APPLYING CUSTOM FORMATTING AND LAYOUTS	Sept 23	Oct 4	1.12 CREATING CHARTS 2.04 ADV CHARTS AND PIVOTTABLES	Oct 23	Nov 15
			1.13 ADDING PICTURES AND SHAPES	Nov 18	Nov 22

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

November 25 – January 10 REVIEW

December 2 – 13 MOS Excel Core AND Expert Certification Testing

January 13 – 17 Final Exams if BOTH Credentials NOT attained