Course Preparation Document

Microsoft Excel 2019 & 365

This document is designed to help you prepare your classroom and learners for your course. It's organized into five sections:

- **Textbook Notes**
- **Computer Lab Setup**
- **eLab and the Student Resource Center**
- **Notes about Updates to This Content**
- **Where to Get Help**

Textbook Notes

Microsoft Excel 2019 & 365 covers key Excel skills, from introductory through advanced. Introductory topics in Level/Unit 1 include identifying parts of the Office user interface; entering, editing, and formatting entries; selecting cells and ranges; creating and modifying basic formulas; inserting charts and tables; creating a template; and sorting and filtering data. Intermediate topics in Unit/Level 2 include themes, cell styles, and number formats, as well as functions for dates, numbers, and text. Advanced topics in Unit/Level 3 include tables, financial functions, what-if analyses, PivotTables and PivotCharts, workbook protection, collaboration, and much more.

> ***Note:*** This textbook is not compatible with Macs or Chromebooks. It covers the PC version of the software and not the Mac version, which may be associated with different screens and procedures.

The comprehensive book is certified study material for and meets all the objectives to prepare learners to take the Microsoft Office Specialist (MOS) Associate (formerly Core) and Expert exams for this subject matter. For more information on MOS certification, go to: **certiport.pearsonvue.com/Certifications/Microsoft/MOS/Overview**

Instructor Support Materials

The instructor support material for this course is carefully organized into folders. Please see the "About These Materials--Read Me" file in the instructor support materials folder for information on the materials available for your use. The files can be downloaded from eLab or from: **lablearning.com/Educators/Excel-Word-PPT-Access-Comprehensive**

Estimated Course Completion Time

Course length can vary considerably depending upon the number of end-of-chapter exercises completed. The following course time chart is an estimate of the time required to complete the book through the Reinforce Your Skills, Apply Your Skills, Project Grader, and Extend Your Skills sections of each chapter:

Chapter	Develop Your Skills	Self-Assessment	Reinforce Your Skills	Apply Your Skills	Project Grader	Extend Your Skills	TOTAL
Unit/Level 1 (28 hrs 50 mins)							
OV CH 1	2 hrs	N/A	N/A	N/A	N/A	N/A	2 hrs
EX CH 1	2 hrs 10 mins	20 mins	30 mins	30 mins	40 mins	1 hr 30 mins	5 hrs 40 mins
EX CH 2	1 hr 20 mins	20 mins	25 mins	25 mins	50 mins	1 hr 30 mins	4 hrs 50 mins
EX CH 3	1 hr 45 mins	20 mins	45 mins	40 mins	50 mins	1 hr 30 mins	5 hrs 50 mins
EX CH 4	1 hr 30 mins	20 mins	30 mins	30 mins	40 mins	1 hr 30 mins	5 hrs
EX CH 5	2 hrs 10 mins	20 mins	30 mins	30 mins	30 mins	1 hr 30 mins	5 hrs 30 mins
Unit/Level 2 (30 hrs 30 mins)							
EX CH 6	1 hr 30 mins	20 mins	40 mins	30 mins	1 hr 30 mins	1 hr 30 mins	6 hrs
EX CH 7	1 hr 30 mins	20 mins	40 mins	30 mins	1 hr 30 mins	1 hr 30 mins	6 hrs
EX CH 8	2 hrs	20 mins	45 mins	40 mins	1 hr	1 hr 30 mins	6 hrs 15 mins
EX CH 9	2 hrs	20 mins	45 mins	40 mins	1 hr 30 mins	1 hr 30 mins	6 hrs 45 mins
EX CH 10	1 hr 10 mins	20 mins	30 mins	30 mins	1 hr 30 mins	1 hr 30 mins	5 hrs 30 mins
Unit/Level 3 (26 hrs 30 mins)							
EX CH 11	1 hr 10 mins	20 mins	30 mins	30 mins	1 hr 30 mins	1 hr 30 mins	5 hrs 30 mins
EX CH 12	1 hr 50 mins	20 mins	50 mins	30 mins	1 hr 30 mins	1 hr 30 mins	6 hrs 30 mins
EX CH 13	1 hr 10 mins	20 mins	30 mins	30 mins	45 mins	1 hr 30 mins	4 hrs 45 mins
EX CH 14	1 hr 45 mins	20 mins	40 mins	30 mins	N/A	1 hr 30 mins	4 hrs 45 mins
EX CH 15	2 hrs	20 mins	40 mins	30 mins	N/A	1 hr 30 mins	5 hrs
TOTAL							**85 hrs 50 mins**

Types of Exercises

There are four types of exercises in the text to challenge students and reinforce the concepts and topics. The various exercise types are discussed below:

Exercise Type	Description
Develop Your Skills	Develop Your Skills exercises are found in the main part of each chapter. These exercises give students detailed, in-depth instructions. They are placed immediately after new features are introduced so students can immediately practice the features discussed. These exercises contain detailed explanations; students are told exactly what to do, what to look for, and why they are doing it.
Reinforce Your Skills	Reinforce Your Skills exercises are the first tier of the end-of-chapter exercises. These exercises continue to guide students, but they don't have the level of hand holding and explanation that Develop Your Skills exercises have. Major topics are not introduced in Reinforce Your Skills exercises. However, these exercises may show students various approaches and introduce new parts of a feature previously discussed.

(cont.)

Exercise Type	Description
Apply Your Skills	As the name implies, Apply Your Skills exercises give students a chance to put their new skills to work. These exercises provide a minimum amount of explanation, as it is assumed that students have mastered the features at this point.
Project Grader	These exercises are like Apply Your Skills exercises, but they can be graded automatically in eLab.
Extend Your Skills	These exercises give students the opportunity to apply their new skills in a real-world task. In the course of working through the Extend Your Skills exercises, students will think critically as they use the skills taught in the chapter to complete the assigned projects.

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Computer Lab Setup

A typical installation of Microsoft Office 2019 or 365 is required for this course. The typical installation will install Outlook, Word, Excel, PowerPoint, and Access. No custom installation is required. This book is compatible with Windows 10. Internet access is also required.

This textbook is supported on the Student Resource Center (**labyrinthelab.com/office19**). There students may download the required student exercise files for this course, along with overview presentations and other supporting materials. Also on the Student Resource Center are getting started videos that will help acclimate students to our interactive ebooks.

A note about screen resolution: Multiple factors, including screen resolution, DPI setting, monitor size, and window size, can affect the appearance of the Microsoft Ribbon and its buttons. In this textbook, screen captures were taken at the native (recommended) screen resolutions in Office 2019 running Windows 10, with ClearType enabled.

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eLab and the Student Resource Center

For assistance in setting up your eLab course, go to **go.lablearning.com/office-setup** and click the Using eLab link in top navigation bar. There you'll find short video tutorials on topics such as initial course creation, course customization, LMS integration, and more.

This solution is also supported on our Student Resource Center (**labyrinthelab.com/office19**). This is where classrooms not using eLab may go to download the exercise files, overview presentations, and other materials as available. No passwords or usernames are required.

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Notes about Updates to This Content

The Updates for this edition can be downloaded by instructors and students from eLab. They can also be downloaded from the Student Resource Center (**labyrinthelab.com/office19**).

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Where to Get Help

To Place an Order or Check Delivery Status

800-522-9746, ext. 1000 | Fax: 510-897-9111 | email: **orders@lablearning.com**

For Help with eLab

Technical support hours are Monday–Friday, 8:00 am–6:00 pm EST

800-522-9746 | **labyrinthelab.com/contactus.php**

For Help with the eBook (VitalSource)

855-200-4146 | email: **get.vitalsource.com/contact-us**

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