

**Parent Computing Class Set 4 Calendar**

Week 1	Editing Worksheets	<ul style="list-style-type: none"> <li>• Resizing rows and columns.</li> <li>• Configure rows and columns to auto size (fit contents).</li> <li>• Merge and split cells.</li> </ul>
Week 2	Formatting and Editing Cells	<ul style="list-style-type: none"> <li>• How to format cells.</li> <li>• Create, modify, delete, and apply various cell styles.</li> <li>• Copy cell formatting.</li> </ul>
Week 3	Conditional Formatting	<ul style="list-style-type: none"> <li>• Highlight specific data and emphasize values in a worksheet.</li> <li>• Formatting of cells based on the cell data.</li> <li>• Format a range of cells by using 2-color scales, 3-color scales, data bars, and icon sets.</li> </ul>
Week 4	Performing Calculations	<ul style="list-style-type: none"> <li>• Calculations using formulas and functions.</li> <li>• Series of commands instructing Excel to perform calculations based on designated values, cell references, and commands.</li> </ul>
Week 5	Creating and Editing Charts (Excel test)	<ul style="list-style-type: none"> <li>• Create, size, and position an Excel chart object and create a chart sheet.</li> <li>• Switch row and column data, add or remove chart elements, change chart type, and edit source data.</li> <li>• Format chart elements with shape styles, fill, outlines, and special effects.</li> <li>• Create a pie chart and a combination chart.</li> </ul>

