

091136 Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1 Revision 1.0 to 1.1

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Section/Lesson/Topic Section	Name	Details of Change
Global		<ul style="list-style-type: none"> • Updated app and suite name. • Images updated to reflect the current user interface. • Rekeyed and updated all activities and screen shots. • Converted slide decks to widescreen format. • Excel for the Web (online) app notes updated to reflect feature/content changes. • Activities updated to reflect the fact that students are saving their “My” files to a OneDrive folder rather than the Datafile folder.
Frontmatter	Course-Specific Technical Requirements	<ul style="list-style-type: none"> • Updated.
	Setting Up the Course	<ul style="list-style-type: none"> • Updated.
Lesson 1, Topic A	The General Excel UI	<ul style="list-style-type: none"> • Table updated, including addition of Accessibility Checker. • Online note updated.
	Search	<ul style="list-style-type: none"> • Now titled Microsoft Search, moved here from Topic 1B. • KB content updated.
	The Backstage View	<ul style="list-style-type: none"> • KB content and online note updated.
	Activity: Navigating the Excel User Interface	<ul style="list-style-type: none"> • Updated Steps 1 and 2, including substeps.
Lesson 1, Topic B	The Ribbon Tabs	<ul style="list-style-type: none"> • Added Draw tab to table. • Update the online note.
	Activity: Using Excel Commands	<ul style="list-style-type: none"> • Added new Step 1. • Updated Instructor Note in last step.
	Microsoft Excel Help	<ul style="list-style-type: none"> • Moved from old Topic F.
	The Help Task Pane	<ul style="list-style-type: none"> • Moved from old Topic F.

	How to Use Excel Help	<ul style="list-style-type: none"> • Moved from old Topic F. • Procedures updated.
	Activity: Using Excel Help	<ul style="list-style-type: none"> • Moved from old Topic F.
Lesson 1, Topic C	Excel File Formats	<ul style="list-style-type: none"> • Added a new row in the table to explain about the ODF 1.3 (.odt, .ods, odp) file formats.
	The Save As Screen	<ul style="list-style-type: none"> • Added a new row in the table to explain about saving files directly to the SharePoint Sites.
	The Convert Option	<ul style="list-style-type: none"> • Added an online note to inform that this option is not available.
	How to Create and Save a Basic Workbook	<ul style="list-style-type: none"> • Updated procedures.
	Activity: Creating and Saving a Basic Workbook	<ul style="list-style-type: none"> • Updated Scenario.
	Templates	<ul style="list-style-type: none"> • Moved from Lesson 4, Topic F.
	Templates and the Backstage View	<ul style="list-style-type: none"> • Moved from Lesson 4, Topic F.
	How to Create and Use Templates	<ul style="list-style-type: none"> • Moved from Lesson 4, Topic F.
	Activity: Creating a Template	<ul style="list-style-type: none"> • Moved from Lesson 4, Topic F.
Lesson 1, Topic D	All the KBs and optional Activities.	<ul style="list-style-type: none"> • Lesson completely updated due to the minor changes in the interface.
Lesson 1, Topic E	Flash Fill	<ul style="list-style-type: none"> • Updated the online note. Flash fill is now available in Excel for the Web.
	How to Enter Data in Worksheet Cells	<ul style="list-style-type: none"> • Added new procedure on How to Use the Action Pen.
	Activity: Entering Cell Data	<ul style="list-style-type: none"> • Updated Data File and Before You Begin sections. • Updated Step 6.
Lesson 2, Topic B	Basic Function Syntax	<ul style="list-style-type: none"> • Updated.
	Activity: Inserting Functions	<ul style="list-style-type: none"> • Updated Step 3.
Lesson 2, Topic C	The Paste Special Dialog Box	<ul style="list-style-type: none"> • Updated the online note to include information about links.

	How to Reuse Formulas and Functions	<ul style="list-style-type: none"> Added new procedure on How to Switch Between Relative, Absolute, and Mixed References.
Lesson 3, Topic C	The Spelling Dialog Box	<ul style="list-style-type: none"> Updated the online note.
	How to Check Spelling and Perform Research	<ul style="list-style-type: none"> Updated procedures.
Lesson 4, Topic A	The Colors Dialog Box	<ul style="list-style-type: none"> Added content about entering the hexadecimal value of the preferred color. Updated the online note.
	Activity: Formatting Text in a Worksheet	<ul style="list-style-type: none"> Updated Steps.
Lesson 4, Topic D	Cell Styles	<ul style="list-style-type: none"> Updated the online note.
Lesson 4, Topic E	The Conditional Formatting Dialog Boxes	<ul style="list-style-type: none"> Added a note that the Conditional Formatting dialog boxes are resizable.
Lesson 5, Topic B	Page Breaks	<ul style="list-style-type: none"> Update the online note.
Lesson 6, Topic A	The Hide and Unhide Worksheets Options	<ul style="list-style-type: none"> Updated the last sentence to explain that multiple sheets can be hidden at once.
Lesson 6, Topic B	Custom Views	<ul style="list-style-type: none"> Updated.
Lesson 6, Topic C	The Workbook Statistics Dialog Box (NEW	<ul style="list-style-type: none"> Add a new KB and accompanying figure/slide.
Appendix	Basic Excel Customizations	<ul style="list-style-type: none"> Content updated to reflect changes in UI.
Course Files	PowerPoints, Data Files, Checklists, and Assessments	<ul style="list-style-type: none"> Updated per changes to course content.