

091137 Microsoft® Excel® for Office 365™ (Desktop or Online): Part 2 Revision 1.0 to 1.1

Released August 2022

Section/Lesson/Topic Section	Name	Details of Change
Global		<ul style="list-style-type: none"> <li>• Updated app and suite name.</li> <li>• Images updated to reflect the current user interface.</li> <li>• Rekeyed and updated all activities and screen shots.</li> <li>• Converted slide decks to widescreen format.</li> <li>• Tell Me reference has been changed to Search throughout course.</li> <li>• Excel for the Web (online) app notes updated to reflect feature/content changes.</li> <li>• Activities updated to reflect the fact that students are saving their “My” files to a OneDrive folder rather than the Datafile folder.</li> </ul>
Frontmatter	Course-Specific Technical Requirements	<ul style="list-style-type: none"> <li>• Updated.</li> </ul>
	Setting Up the Course	<ul style="list-style-type: none"> <li>• Updated.</li> </ul>
Lesson 1, Topic B	Function Syntax	<ul style="list-style-type: none"> <li>• Content updated, including online note.</li> </ul>
	LET Function (NEW)	<ul style="list-style-type: none"> <li>• Added new KB, including figure/slide.</li> </ul>
	Activity: Locating and Using Specialized Functions	<ul style="list-style-type: none"> <li>• Activity updated, including data files.</li> </ul>
Lesson 1, Topic D	Activity: Working with Date and Time Functions	<ul style="list-style-type: none"> <li>• Activity updated, including data files.</li> </ul>
Lesson 1, Topic E	Other Text Functions	<ul style="list-style-type: none"> <li>• Added the LEN Function.</li> </ul>
Lesson 2, Topic A	The Sort Dialog Box	<ul style="list-style-type: none"> <li>• Online note updated.</li> </ul>
	Activity: Sorting Data	<ul style="list-style-type: none"> <li>• Activity updated, including data files.</li> </ul>
Lesson 2, Topic B	Activity: Filtering Data	<ul style="list-style-type: none"> <li>• Activity updated, including data files.</li> </ul>
Lesson 2, Topic D	Activity: Using Subtotals to Summarize Data	<ul style="list-style-type: none"> <li>• Activity updated, including data files.</li> </ul>
Lesson 3, Topic A	Tables	<ul style="list-style-type: none"> <li>• New supporting information added to cover the new feature on Linked Data Types.</li> </ul>

	Table Components	<ul style="list-style-type: none"> <li>• Online note deleted, as this feature is now available.</li> </ul>
	The Table Design Contextual Tab	<ul style="list-style-type: none"> <li>• Online note updated. Tab is now available through the Switch Ribbons option.</li> </ul>
Lesson 3, Topic B	Custom Conditional Formats	<ul style="list-style-type: none"> <li>• Content updated.</li> </ul>
	The Conditional Formatting Rules Manager Dialog Box	<ul style="list-style-type: none"> <li>• Online note updated. Some of these options are now available.</li> </ul>
Lesson 3, Topic C	The Use a Formula to Determine Which Cells to Format Rule	<ul style="list-style-type: none"> <li>• Online note deleted, as the formula option is now available.</li> </ul>
	Activity: Using Logical Functions to Apply Conditional Formatting	<ul style="list-style-type: none"> <li>• Activity updated, including data files.</li> </ul>
Lesson 4, Topic A	Chart Insertion Methods	<ul style="list-style-type: none"> <li>• Online note updated.</li> </ul>
	Activity: Creating Charts	<ul style="list-style-type: none"> <li>• Activity updated, including data files.</li> </ul>
Lesson 4, Topic B	The Chart Contextual Tabs	<ul style="list-style-type: none"> <li>• Online note updated.</li> </ul>
	The Format Task Pane	<ul style="list-style-type: none"> <li>• Online note updated.</li> </ul>
	The Select Data Source Dialog Box	<ul style="list-style-type: none"> <li>• Online note updated.</li> </ul>
Lesson 5, Topic A	The Create PivotTable Dialog Box	<ul style="list-style-type: none"> <li>• KB deleted, including slide.</li> </ul>
	The PivotTable from table or range Dialog Box	<ul style="list-style-type: none"> <li>• Added new KB, including figure/slide.</li> </ul>
	The PivotTable from an external source Dialog Box	<ul style="list-style-type: none"> <li>• Added new KB, including figure/slide.</li> </ul>
	The PivotTable from Data Model Dialog Box	<ul style="list-style-type: none"> <li>• Added new KB, including figure/slide.</li> </ul>
	Activity: Creating a PivotTable	<ul style="list-style-type: none"> <li>• Activity updated.</li> </ul>
Lesson 5, Topic B	The PivotTable Contextual Tabs	<ul style="list-style-type: none"> <li>• Online note updated.</li> </ul>
Lesson 5, Topic D	Slicers	<ul style="list-style-type: none"> <li>• Online note deleted.</li> </ul>
	Activity: Filtering Data by Using Slicers and Timelines	<ul style="list-style-type: none"> <li>• Activity updated, including data files.</li> </ul>
Appendix: Working with Graphical Objects, Topic A	Graphical Objects	<ul style="list-style-type: none"> <li>• Table of Graphical Object Types updated.</li> <li>• Added supporting block on Trusted Add-Ins</li> </ul>
	Shapes	<ul style="list-style-type: none"> <li>• Updated to include saving shapes as pictures.</li> </ul>
Appendix: Working with Graphical Objects, Topic B	The Format Task Panes	<ul style="list-style-type: none"> <li>• Updated to include Sketched style in Format Shape task pane.</li> </ul>

Appendix: Using Array Formulas, Topic A	Arrays	<ul style="list-style-type: none"> <li>• Updated content, adding dynamic arrays.</li> <li>• ]Updated Array Formulas KB.</li> <li>• Added new KB titled Dynamic Arrays</li> <li>• Added new KB titled Dynamic Array Functions.</li> </ul>
	Spill Ranges (NEW)	<ul style="list-style-type: none"> <li>• Added new KB, including slide.</li> </ul>
	Array Formulas	<ul style="list-style-type: none"> <li>• Updated content.</li> </ul>
	Array Formula Syntax	<ul style="list-style-type: none"> <li>• Updated content.</li> </ul>
	Array Formula Rules	<ul style="list-style-type: none"> <li>• Updated content.</li> </ul>
	Dynamic Array Functions (NEW)	<ul style="list-style-type: none"> <li>• Added new KB, including slide.</li> </ul>
	How to Use Array Formulas	<ul style="list-style-type: none"> <li>• Procedures updated.</li> </ul>
	Activity: Using Array Formulas	<ul style="list-style-type: none"> <li>• Updated Step 4, including substeps.</li> </ul>
		<ul style="list-style-type: none"> <li>•</li> </ul>
Glossary		<ul style="list-style-type: none"> <li>• Added dynamic arrays and spill range.</li> <li>• Ctrl-Shift-Enter formulas revised.</li> </ul>
<b>Course Files</b>	PowerPoints, Data Files, Checklists, and Assessments	<ul style="list-style-type: none"> <li>• Updated per changes to course content.</li> </ul>