To assist you in planning class time, the following chart provides recommended time allotments for each lesson in Learning Microsoft Office 2013 Deluxe Edition. The recommended allotments are just that—recommended. Each class will progress at its own pace. If you find your class moving quickly, you may choose to incorporate more of the activities from your Teacher's Manual. If you find your class moving more slowly, you may choose to skip one of the end of lesson or end of chapter projects.

The recommended time for each lesson is based on either a 45 or 90 minute class. If your class length is different, you may need to adjust the amount of time spent on a particular section. For example, you may need to spend less time on vocabulary or discussing the notes. If you have more time available, you may choose to spend more time discussing the notes, or allot more time for students to complete the step-by-step Try It exercises or the end of lesson projects.

If you start at the beginning and work through every lesson using the recommended amount of time, you will spend about 162 hours on the course. If you do not have 162 hours available in which to complete the course, you may choose to allot less time to each project, or you may choose to adapt the material that you cover to fit your time frame. For example, you may choose to omit Access 2013. Alternatively, you may choose to cover the basic lessons for each application, omitting the more advanced content.

Office Basics		6.75 hours	
Chapter 1	**Using the Common Features of Microsoft Office 2013**	**6.75 hours**	
Lesson 1	Microsoft Office 2013 Basics	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 2	Saving, Printing, and Closing Microsoft Office Files	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 3	Working with Existing Files	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 4	Using Command Options	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes

Lesson 5	Managing Program Windows	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 6	Using Microsoft Office Help	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 7	Managing Information Technology	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
End of Chapter Activities		**Total Time:**	**45 minutes**
	Critical Thinking		20 minutes
	Portfolio Building		25 minutes

Word 2013		39.75 hours	
Chapter 1	**Getting Started with Word 2013**	**12.75 hours**	
Lesson 1	Creating Word Documents with Headers and Footers	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 2	Formatting Document with Themes and Styles	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 3	Editing and Correcting Documents	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 4	Adjusting Alignment and Spacing	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes

Lesson 5	Creating Letters and Envelopes	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 6	Formatting Text with Fonts and Effects	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 7	Formatting and Sorting Lists	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 8	Inserting Pictures, Text Boxes, and Shapes	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 9	Formatting Graphics Objects	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes

Lesson 10	Working with SmartArt Graphics, Text Effects, and Page Borders	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
End of Chapter Activities		**Total Time:**	**45 minutes**
	Critical Thinking		20 minutes
	Portfolio Building		25 minutes
Chapter 2	**Editing Documents and Working with Tables**	**9 hours**	
Lesson 11	Checking Spelling and Grammar	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 12	Moving a Selection	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 13	Copying a Selection	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes

Lesson 14	Inserting a Table	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 15	Aligning Tables	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 16	Drawing a Table	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 17	Performing Calculations in a Table	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 18	Improving a Document with Find and Replace and AutoCorrect	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes

Lesson 19	Working with Templates and Different File Types	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
End of Chapter Activities		**Total Time:**	**45 minutes**
	Critical Thinking		20 minutes
	Portfolio Building		25 minutes
Chapter 3	**Creating Reports and Newsletters**	**10.5 hours**	
Lesson 20	Changing Case and Managing Document Properties	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 21	Formatting a One-Page Report	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 22	Managing Sources and Controlling Text Flow	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes

Lesson 23	Working with Newsletter Columns	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 24	Enhancing Paragraphs with Dropped Capitals, Borders, and Shading	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 25	Using Format Painter, Highlights, Symbols, and Quick Parts	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		20 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		20 minutes
Lesson 26	Creating Letters and Labels with Mail Merge	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
End of Chapter Activities		**Total Time:**	**45 minutes**
	Critical Thinking		20 minutes
	Portfolio Building		25 minutes

Chapter 4	Protecting Documents and Using the Internet	7.5 hours	
Lesson 27	Creating Forms	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 28	Protecting Documents	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 29	Inspecting and Checking Documents	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 30	Marking a Document as Final and Using Digital Signatures	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 31	Using Comments	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes

Lesson 32	Managing Source Information and Generating Tables of Contents	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 33	Formatting Web Pages with Word	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 34	Using the World Wide Web	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 35	Sharing Documents and Communicating with Word	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
End of Chapter Activities		**Total Time:**	**45 minutes**
	Critical Thinking		20 minutes
	Portfolio Building		25 minutes

Excel 2013		54.00 hours	
Chapter 1	**Getting Started with Microsoft Excel 2013**	**11.25 hours**	
Lesson 1	Touring Excel	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 2	Worksheet and Workbook Basics	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 3	Adding Worksheet Contents	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 4	Worksheet Formatting	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 5	More on Cell Entries and Formatting	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes

Lesson 6	Working with Ranges	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 7	Creating Formulas	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 8	Copying and Pasting	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 9	Techniques for Moving Data	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 10	Sheet, Display, and Print Operations	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
End of Chapter Activities		**Total Time:**	**45 minutes**
	Critical Thinking		20 minutes
	Portfolio Building		25 minutes

Chapter 2	Working with Formulas and Functions	11.25 hours	
Lesson 11	Getting Started with Functions	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 12	Using Excel Tables	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 13	Working with the NOW Function and Named Ranges	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 14	Working with IF Functions	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 15	Working with Text Functions	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes

Lesson 16	Using Frozen Labels and Panes	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 17	Using Conditional Formatting and Find and Replace	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 18	Rotating Entries and Resolving Errors	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 19	Managing Worksheets and Performing Multi-Worksheet Operations	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 20	Modifying Print Options	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes

End of Chapter Activities		**Total Time:**	**45 minutes**
	Critical Thinking		20 minutes
	Portfolio Building		25 minutes
Chapter 3	**Charting Data**	**8.25 hours**	
Lesson 21	Building Basic Charts	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 22	Showing Percentages with a Pie Chart	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 23	Enhancing a Pie Chart	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 24	Adding Special Elements to a Chart or Sheet and Updating a Chart	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes

Lesson 25	Completing Chart Formatting	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 26	Comparing and Analyzing Data	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 27	Chart Printing and Publishing	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 28	Using Charts in Other Files	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 29	Making Special Purpose Charts	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
End of Chapter Activities		**Total Time:**	**45 minutes**
	Critical Thinking		20 minutes
	Portfolio Building		25 minutes

Chapter 4	Advanced Functions, PivotCharts, and PivotTables	12.75 hours	
Lesson 30	Working with Hyperlinks	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 31	Using Advanced Sort	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 32	Using Advanced Filtering	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 33	Using Advanced Functions to Predict Trends	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 34	Using Advanced Functions for Data Analysis	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes

Lesson 35	Using LOOKUP Functions	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 36	Working with PivotTables and PivotCharts	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 37	Working with the Excel Data Mdoel	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 38	Working with PowerPivot and Power View	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
End of Chapter Activities		**Total Time:**	**45 minutes**
	Critical Thinking		20 minutes
	Portfolio Building		25 minutes

Chapter 5	Advanced Formatting and Workbook Features	10.5 hours	
Lesson 39	Working with File Formats	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 40	Working with Graphics and Saving a Worksheet as a Web Page	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 41	Working with Web Data	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 42	Linking and Embedding Data	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes

Lesson 43	Working with Workbooks	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 44	Working with Comments and Modifying Page Setup	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 45	Using Copy and Paste Special	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 46	Moving and Linking Data Between Workbooks	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 47	Working with 3-D Formulas	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes

Lesson 48	Working with Data Validation and Macros	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
End of Chapter Activities		**Total Time:**	**45 minutes**
	Critical Thinking		20 minutes
	Portfolio Building		25 minutes

Access 2013		30 hours	
Chapter 1	**Getting Started with Microsoft Excel 2013**	**9 hours**	
Lesson 1	Planning a Database	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 2	Creating a Database with Access	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 3	Modifying and Adding Data to a Table	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 4	Modifying Fields in a Table	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 5	Importing and Protecting Data	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes

Lesson 6	Using Table Templates and Design View	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 7	Creating Other Objects	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
End of Chapter Activities		**Total Time:**	**45 minutes**
	Critical Thinking		20 minutes
	Portfolio Building		25 minutes
Chapter 2	**Working with Queries**	**11.25 hours**	
Lesson 8	Managing Relationships Between Tables	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 9	Finding, Replacing, and Sorting Data	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes

Lesson 10	Filtering Data	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 11	Creating a Query in Design View	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 12	Creating a Multi-Table Query	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 13	Using Criteria in a Query	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 14	Using Comparison Operators	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes

Lesson 15	Using Calculated Fields	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 16	Summarizing Data in Queries	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
End of Chapter Activities		**Total Time:**	**45 minutes**
	Critical Thinking		20 minutes
	Portfolio Building		25 minutes
Chapter 3	**Working with Forms and Reports**	**9.75 hours**	
Lesson 17	Creating and Using a Form	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 18	Working with a Form in Layout View	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 19	Working with a Form in Design View	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes

Lesson 20	Working with Form Sections	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 21	Creating a Report	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 22	Modifying a Report in Design View	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 23	Creating Labels	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 24	Creating a Lookup List	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes

Lesson 25	Creating an Input Mask	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
End of Chapter Activities		**Total Time:**	**45 minutes**
	Critical Thinking		20 minutes
	Portfolio Building		25 minutes

PowerPoint 2013		31.5 hours	
Chapter 1	**Getting Started with PowerPoint**	**9 hours**	
Lesson 1	Getting Started with PowerPoint	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 2	Working with Slides	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 3	Working with Headers, Footers, and Notes	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 4	Inserting and Formatting Pictures	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 5	Formatting Text	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes

Lesson 6	Aligning Text	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 7	Displaying the Presentation Outline	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 8	Arranging Slides	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 9	Adding Slide Transitions	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
End of Chapter Activities		**Total Time:**	**45 minutes**
	Critical Thinking		20 minutes
	Portfolio Building		25 minutes

Chapter 2	Working with Lists and Graphs	7.5 hours	
Lesson 10	Working with Lists	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 11	Inserting Online Pictures	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 12	Inserting Symbols and Text Boxes	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 13	Drawing and Formatting Shapes	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 14	Positioning and Grouping Shapes	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes

Lesson 15	Creating WordArt	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 16	Creating SmartArt Diagrams	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 17	Creating a Photo Album	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
End of Chapter Activities		**Total Time:**	**45 minutes**
	Critical Thinking		20 minutes
	Portfolio Building		25 minutes
Chapter 3	**Enhancing a Presentation**	**6.75 hours**	
Lesson 18	Modifying a Theme	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes

Lesson 19	Modifying a Background	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 20	Animating Slide Objects	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 21	Creating Multimedia Presentations	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 22	Working with Tables	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 23	Working with Charts	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes

End of Chapter Activities		**Total Time:**	**45 minutes**
	Critical Thinking		20 minutes
	Portfolio Building		25 minutes
Chapter 4	**Finalizing a Presentation**	**8.25 hours**	
Lesson 24	Working with Masters	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 25	Working with Themes and Templates	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 26	Working with Links, Action Buttons, and External Content	**Total Time:**	**90 minutes**
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Practice Project		20 minutes
	Apply Project		25 minutes
Lesson 27	Organizing and Rehearsing a Slide Show	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes

Lesson 28	Setting Up and Running a Slide Show	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 29	Reviewing a Presentation	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 30	Inspecting and Protecting a Presentation	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
Lesson 31	Sharing a Presentation	**Total Time:**	**45 minutes**
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Practice Project		10 minutes
	Apply Project		10 minutes
End of Chapter Activities		**Total Time:**	**45 minutes**
	Critical Thinking		20 minutes
	Portfolio Building		25 minutes