



Teacher's Guide

PCIC³B2 GS3- Key Applications-Excel Introduction

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Introduction

Welcome to Teknimedia's ***PCIC³B2 GS3 – Key Applications-Excel (PCIC³B2) Teacher's Guide***! This guide has been developed to provide instructors and trainers using ***PCIC³B2 GS3*** in educational and training settings with additional information and materials related to the course. We encourage you to use these materials to better understand the content covered in the course and to enhance the learning experiences of your students.

The Teacher's Guide for ***PCIC³B2 GS3*** has been broken into 4 separate documents (files). Following is an overview of the materials included in each of these documents.

PCIC³B2 GS3 – Introduction:

1. Learning Objectives

This section of the guide provides you with a list of learning objectives covered by ***PCIC³B2 GS3***.

2. Course Table of Contents

This section provides you with a list of all the lessons, interactive exercises and quizzes provided in ***PCIC³B2 GS3***.

3. Curriculum Mapping

This section of the guide maps the sections of ***PCIC³B2 GS3*** to IC³-Key Applications as well as the exam objectives of IC³-Key Applications to the sections of ***PCIC³B2 GS3***.

PCIC³B2 GS3 - Lessons and Reading Supplements:

The ***PCIC³B2 GS3 Guide-Lessons and Reading Supplements*** provides you with the full text of all course lessons -- plus the text of the sections used to introduce and conclude the course. The ***PCIC³B2 GS3 Guide-Lessons and Reading Supplements*** also provides you with the full text of all reading supplements included in the course.

PCIC³B2 GS3 - Frequently Asked Questions:

PCIC³B2 GS3 includes a wealth of additional information presented in the *Frequently Asked Questions (FAQs)* section of each lesson. ***PCIC³B2 GS3FAQs*** relate specifically to the content of the lesson and provide students with an additional source of information related to the topics being covered. The ***PCIC³B2 GS3 Guide-FAQs*** includes full text of the *FAQs* included in each lesson.

Please Note: FAQs are not used to meet IC³ Exam Objectives.

PCIC³B2 GS3 - Course Quizzes:

PCIC³B2 GS3 includes a total of 6 quizzes. The *PCIC³B2 GS3 Guide* includes the text of the questions, choices and correct answers for these quizzes. The student's score is recorded each time the quiz is taken. Students may review the quiz questions to see the correct answers and/or retake each quiz as many times as desired. Teknimedia's management system saves the first and last score each student receives for each quiz

PCIC³B2 GS3 - Learning Objectives

PCIC³B2 GS3 covers the knowledge and skills pertaining to the objectives for the spreadsheet component of the IC3 Key Applications.

PCIC³B2 GS3 - Table of Contents

B	Introduction
B1	Unit 1
B1.1	Spreadsheets Overview
B1.2	Getting Started
B1.3	Ribbon
B1.4	Entering Data
B1.5	Ex-Entering Data
B1.6	Editing Data
B1.7	Ex-Editing Data
B1.8	Formulas
B1.9	Ex-Formulas
B1.10	Functions
B1.11	Ex-Functions
B1.12	Saving Workbooks
B1.13	Ex-Saving Workbooks-1
B1.14	Ex-Saving Workbooks-2
B1.15	Creating a New Workbook
B1.16	Ex-Creating a New Workbook
B1.17	Opening Workbooks
B1.18	Ex-Opening Workbooks
B1.19	Quiz 1-1
B1.20	Fonts
B1.21	Ex-Fonts
B1.22	Alignment
B1.23	Ex-Alignment
B1.24	Number Formats
B1.25	Ex-Number Formats
B1.26	Format Painter
B1.27	Ex-Format Painter
B1.28	Resizing Rows & Columns
B1.29	Ex-Resizing Rows & Columns
B1.30	Printing
B1.31	Ex-Printing-1
B1.32	Ex-Printing-2
B1.33	Office Clipboard
B1.34	Ex-Office Clipboard
B1.35	Getting Help
B1.36	Ex-Getting Help
B1.37	Quiz 1-2
B1.38	Unit 1 End

B2 Unit 2

- B2.1 Filling Cells
- B2.2 Ex-Filling Cells
- B2.3 Moving and Copying Data Efficiently
- B2.4 Ex-Moving and Copying Data Efficiently
- B2.5 Inserting and Deleting Cells
- B2.6 Ex-Inserting and Deleting Cells
- B2.7 Inserting and Deleting Rows & Columns
- B2.8 Ex-Inserting and Deleting Rows & Columns
- B2.9 Data Fitting Errors
- B2.10 Spelling Check
- B2.11 Ex-Spelling Check
- B2.12 Find and Replace
- B2.13 Ex-Find and Replace
- B2.14 Quiz 2-1
- B2.15 Formulas Containing Multiple Operators
- B2.16 Ex-Formulas Containing Multiple Operators
- B2.17 Commonly Used Functions
- B2.18 Ex-Commonly Used Functions
- B2.19 Inserting Functions in Formulas
- B2.20 Ex-Inserting Functions in Formulas
- B2.21 Modifying Formulas and Functions
- B2.22 Ex-Modifying Formulas and Functions
- B2.23 Copying Formulas and Functions
- B2.24 Ex-Copying Formulas and Functions
- B2.25 Formula and Function Errors
- B2.26 Ex-Formula and Function Errors
- B2.27 Organizing Worksheets
- B2.28 Ex-Organizing Worksheets
- B2.29 Templates
- B2.30 Ex-Templates
- B2.31 Time Saving Tips
- B2.32 Ex-Time Saving Tips
- B2.33 RS-Save Formats
- B2.34 Ex-Save Formats
- B2.35 Quiz 2-2
- B2.36 Unit 2 End

B3 Unit 3

- B3.1 Wrapping Text in a Cell
- B3.2 Ex-Wrapping Text in a Cell
- B3.3 Changing the Orientation of Data
- B3.4 Ex-Changing the Orientation of Data
- B3.5 Cell Borders
- B3.6 Ex-Cell Borders

- B3.7 Cell Shading
- B3.8 Ex-Cell Shading
- B3.9 Styles
- B3.10 Ex-Styles
- B3.11 Inserting Clip Art
- B3.12 Ex-Inserting Clip Art
- B3.13 Ex-Resizing Clip Art
- B3.14 Adding Drawings
- B3.15 Ex-Adding Drawings
- B3.16 Modifying Drawings
- B3.17 Ex-Modifying Drawings
- B3.18 Quiz 3-1
- B3.19 Page Breaks
- B3.20 Ex-Page Breaks
- B3.21 Header and Footer
- B3.22 Ex-Header and Footer
- B3.23 Hiding Rows and Columns
- B3.24 Ex-Hiding Rows and Columns
- B3.25 Sorting Data
- B3.26 Ex-Sorting Data
- B3.27 Filtering Data
- B3.28 Ex-Filtering Data
- B3.29 Print Area
- B3.30 Ex-Print Area
- B3.31 Print Scaling
- B3.32 Ex-Print Scaling
- B3.33 Printing Titles and Gridlines
- B3.34 Ex-Printing Titles and Gridlines
- B3.35 Creating Charts
- B3.36 Ex-Creating Charts
- B3.37 Modifying Charts-1
- B3.38 Ex-Modifying Charts-1
- B3.39 Modifying Charts-2
- B3.40 Ex-Modifying Charts-2
- B3.41 Interpreting Data and Charts
- B3.42 RS-Guidelines for Creating Spreadsheets
- B3.43 Quiz 3-2
- B3.44 Unit 3 End

Curriculum Mapping: PCIC³B2 GS3 to IC³B GS3

PCIC ³ B2 GS3 Section #	Section Name	IC ³ B GS3 Reference #
B	Introduction	none
B1	Unit 1	none
B1.1	Spreadsheets Overview	none
B1.2	Getting Started	IC ³ -2 1.1.1 IC ³ -2 1.2.1 IC ³ -2 3.1.4
B1.3	Ribbon	IC ³ -2 1.1.2
B1.4	Entering Data	IC ³ -2 1.3.2 IC ³ -2 3.1.1 IC ³ -2 3.1.3
B1.5	Ex-Entering Data	IC ³ -2 1.3.2 IC ³ -2 3.1.3
B1.6	Editing Data	IC ³ -2 3.1.2 IC ³ -2 1.3.3 IC ³ -2 3.1.3
B1.7	Ex-Editing Data	IC ³ -2 3.1.2 IC ³ -2 1.3.3 IC ³ -2 3.1.3
B1.8	Formulas	IC ³ -2 3.2.7
B1.9	Ex-Formulas	IC ³ -2 3.2.7
B1.10	Functions	IC ³ -2 3.2.5 IC ³ -2 3.2.6 IC ³ -2 3.2.7
B1.11	Ex-Functions	IC ³ -2 3.2.5 IC ³ -2 3.2.6 IC ³ -2 3.2.7
B1.12	Saving Workbooks	IC ³ -2 1.2.2 IC ³ -2 1.2.4 IC ³ -2 1.2.5
B1.13	Ex-Saving Workbooks-1	IC ³ -2 1.2.4 IC ³ -2 1.2.5
B1.14	Ex-Saving Workbooks-2	IC ³ -2 1.2.4 IC ³ -2 1.2.5
B1.15	Creating a New Workbook	IC ³ -2 1.2.1 IC ³ -2 1.2.5
B1.16	Ex-Creating a New Workbook	IC ³ -2 1.2.1 IC ³ -2 1.2.5
B1.17	Opening Workbooks	IC ³ -2 1.1.1 IC ³ -2 1.2.2
B1.18	Ex-Opening Workbooks	IC ³ -2 1.2.2
B1.19	Quiz 1-1	
B1.20	Fonts	IC ³ -2 1.3.2 IC ³ -2 1.3.6
B1.21	Ex-Fonts	IC ³ -2 1.3.2 IC ³ -2 1.3.6

PCIC3B2 GS3 Section #	Section Name	IC³B GS3 Reference #
B1.22	Alignment	IC ³ -2 1.3.6 IC ³ -2 3.1.7
B1.23	Ex-Alignment	IC ³ -2 1.3.6 IC ³ -2 3.1.7
B1.24	Number Formats	IC ³ -2 3.1.5
B1.25	Ex-Number Formats	IC ³ -2 3.1.5
B1.26	Format Painter	IC ³ -2 1.3.6
B1.27	Ex-Format Painter	IC ³ -2 1.3.6
B1.28	Resizing Rows and Columns	IC ³ -2 3.1.4
B1.29	Ex-Resizing Rows and Columns	IC ³ -2 3.1.4
B1.30	Printing	IC ³ -2 1.1.8 IC ³ -2 1.4.2 IC ³ -2 1.4.3
B1.31	Ex-Printing-1	IC ³ -2 1.4.2
B1.32	Ex-Printing-2	IC ³ -2 1.4.3
B1.33	Office Clipboard	IC ³ -2 1.3.2
B1.34	Ex-Office Clipboard	IC ³ -2 1.3.2
B1.35	Getting Help	IC ³ -2 1.1.8 IC ³ -2 1.1.9
B1.36	Ex-Getting Help	IC ³ -2 1.1.9
B1.37	Quiz 1-2	
B1.38	Unit 1-End	
B2	Unit 2-Intermediate Spreadsheets 1	
B2.1	Filling Cells	IC ³ -2 3.1.3
B2.2	Ex-Filling Cells	IC ³ -2 3.1.3
B2.3	Moving & Copying Data Efficiently	IC ³ -2 1.3.2
B2.4	Ex-Moving & Copying Data Efficiently	IC ³ -2 1.3.2
B2.5	Inserting and Deleting Cells	IC ³ -2 3.1.4
B2.6	Ex-Inserting and Deleting Cells	IC ³ -2 3.1.4
B2.7	Inserting and Deleting Rows and Columns	IC ³ -2 3.1.4
B2.8	Ex-Inserting and Deleting Rows and Columns	IC ³ -2 3.1.4
B2.9	Data Fitting Errors	none
B2.10	Spelling Check	IC ³ -2 1.3.5
B2.11	Ex-Spelling Check	IC ³ -2 1.3.5
B2.12	Find and Replace	IC ³ -2 1.3.4
B2.13	Ex-Find and Replace	IC ³ -2 1.3.4
B2.14	Quiz 2-1	
B2.15	Formulas Containing Multiple Operators	IC ³ -2 3.2.4 IC ³ -2 3.2.8
B2.16	Ex-Formulas Containing Multiple Operators	IC ³ -2 3.2.4
B2.17	Commonly Used Functions	IC ³ -2 3.2.5
B2.18	Ex-Commonly Used Functions	IC ³ -2 3.2.5
B2.19	Inserting Functions in Formulas	IC ³ -2 3.2.4
B2.20	Ex-Inserting Functions in Formulas	IC ³ -2 3.2.4
B2.21	Modifying Formulas and Functions	IC ³ -2 3.2.7
B2.22	Ex-Modifying Formulas and Functions	IC ³ -2 3.2.7

PCIC³B2 GS3 Section #	Section Name	IC³B GS3 Reference #
B2.23	Copying Formulas and Functions	IC ³ -2 3.2.3 IC ³ -2 3.2.4
B2.24	Ex-Copying Formulas and Functions	IC ³ -2 3.2.3 IC ³ -2 3.2.4
B2.25	Formula and Function Errors	IC ³ -2 3.2.8
B2.26	Ex-Formula and Function Errors	IC ³ -2 3.2.8
B2.27	Organizing Worksheets	IC ³ -2 3.1.4
B2.28	Ex-Organizing Worksheets	IC ³ -2 3.1.4
B2.29	Templates	IC ³ -2 1.2.1 IC ³ -2 1.2.4
B2.30	Ex-Templates	IC ³ -2 1.2.1 IC ³ -2 1.2.4
B2.31	Time Saving Tips	none
B2.32	Ex-Time Saving Tips	none
B2.33	RS-Save Formats	IC ³ -2 1.2.4
B2.34	Ex-Save Formats	IC ³ -2 1.2.4
B2.35	Quiz 2-2	
B2.36	Unit 2-End	none
B3	Unit 3	none
B3.1	Wrapping Text in a Cell	IC ³ -2 3.1.4
B3.2	Ex-Wrapping Text in a Cell	IC ³ -2 3.1.4
B3.3	Changing the Orientation of Data	none
B3.4	Ex- Changing the Orientation of Data	none
B3.5	Cell Borders	IC ³ -2 3.1.6
B3.6	Ex-Cell Borders	IC ³ -2 3.1.6
B3.7	Cell Shading	IC ³ -2 3.1.6
B3.8	Ex-Cell Shading	IC ³ -2 3.1.6
B3.9	Styles	IC ³ -2 3.1.8
B3.10	Ex-Styles	IC ³ -2 3.1.8
B3.11	Inserting Clip Art	IC ³ -2 1.3.7
B3.12	Ex-Inserting Clip Art	IC ³ -2 1.3.7
B3.13	Ex-Resizing Clip Art	IC ³ -2 1.3.7
B3.14	Adding Drawings	IC ³ -2 1.3.7
B3.15	Ex-Adding Drawings	IC ³ -2 1.3.7
B3.16	Modifying Drawings	IC ³ -2 1.3.7
B3.17	Ex-Modifying Drawings	IC ³ -2 1.3.7
B3.18	Quiz 3-1	
B3.19	Page Breaks	IC ³ -2 3.1.9
B3.20	Ex-Page Breaks	IC ³ -2 3.1.9
B3.21	Header and Footer	IC ³ -2 3.1.9
B3.22	Ex-Header and Footer	IC ³ -2 3.1.9
B3.23	Hiding Rows and Columns	none
B3.24	Ex-Hiding Rows and Columns	none
B3.25	Sorting Data	IC ³ -2 3.2.1
B3.26	Ex-Sorting Data	IC ³ -2 3.2.1
B3.27	Filtering Data	IC ³ -2 3.2.2
B3.28	Ex-Filtering Data	IC ³ -2 3.2.2

PCIC3B2 GS3 Section #	Section Name	IC³B GS3 Reference #
B3.29	Print Area	IC ³ -2 3.2.9
B3.30	Ex-Print Area	IC ³ -2 3.2.9
B3.31	Print Scaling	IC ³ -2 3.2.9
B3.32	Ex-Print Scaling	IC ³ -2 3.2.9
B3.33	Printing Titles and Gridlines	IC ³ -2 3.2.9
B3.34	Ex-Print Titles and Gridlines	IC ³ -2 3.2.9
B3.35	Creating Charts	IC ³ -2 3.2.9
B3.36	Ex-Creating Charts	IC ³ -2 3.2.9
B3.37	Modifying Charts-1	IC ³ -2 3.2.9
B3.38	Ex-Modifying Charts-1	IC ³ -2 3.2.9
B3.39	Modifying Charts-2	IC ³ -2 3.2.9
B3.40	Ex-Modifying Charts-2	IC ³ -2 3.2.9
B3.41	Interpreting Data and Charts	IC ³ -2 3.2.10
B3.42	RS-Guidelines for Creating Spreadsheets	IC ³ -2 3.1.2
B3.43	Quiz 3-2	
B3.44	Unit 3 End	none

Curriculum Mapping: IC³B GS3 to PCIC³B2 GS3

IC ³ B GS3 Reference #	PCIC ³ B2 GS3 Section #	Section Name
IC ³ -2 1.1.1	B1.2 B1.17	Getting Started Opening Workbooks
IC ³ -2 1.1.2	B1.2 B1.3 B1.4	Getting Started Ribbon Entering Data
IC ³ -2 1.1.3		Covered in PCIC ³ B1 GS3 and PCIC ³ B3 GS3
IC ³ -2 1.1.4	B1.3	Ribbon
IC ³ -2 1.1.5		Covered in PCIC ³ B1 GS3 and PCIC ³ B3 GS3
IC ³ -2 1.1.6		Covered in PCIC ³ B3 GS3
IC ³ -2 1.1.7		Covered in PCIC ³ B1 GS3
IC ³ -2 1.1.8	B1.35 B1.30	Getting Help Printing
IC ³ -2 1.1.9	B1.35	Getting Help
IC ³ -2 1.2.1	B1.15 B1.16 B2.29 B2.30	Creating a New Workbook Ex-Creating a New Workbook Templates Ex-Templates
IC ³ -2 1.2.2	B1.17 B1.18 B1.12 B1.13 B1.14	Opening Workbooks Ex-Opening Workbooks Saving Workbooks Ex-Saving Workbooks-1 Ex-Saving Workbooks-2
IC ³ -2 1.2.3		Covered in PCIC ³ B1 GS3
IC ³ -2 1.2.4	B1.12 B1.13 B1.14	Saving Workbooks Ex-Saving Workbooks-1 Ex-Saving Workbooks-2
IC ³ -2 1.2.5	B1.12 B1.13 B1.14 B1.15 B2.16	Saving Workbooks Ex-Saving Workbooks-1 Ex-Saving Workbooks-2 Creating a New Workbook Ex-Creating a New Workbook
IC ³ -2 1.2.6	B1.15	Covered in PCIC ³ B1 GS3
IC ³ -2 1.3.1	B1.4 B1.5	Entering Data Ex-Entering Data
IC ³ -2 1.3.2	B1.4 B1.5 B1.6 B1.7 B1.20 B1.21 B2.3 B2.4 B1.33 B1.34	Entering Data Ex-Entering Data Editing Data Ex-Editing Data Fonts Ex-Fonts Moving & Copying Data Efficiently Ex- Moving & Copying Data Efficiently Office Clipboard Ex-Clipboard

IC³B GS3 Reference #	PCIC³B2 GS3 Section #	Section Name
IC ³ -2 1.3.3		Covered in PCIC ³ B1 GS3
IC ³ -2 1.3.4	B2.12 B2.13	Find & Replace Ex-Find & Replace
IC ³ -2 1.3.5	B2.10 B2.11	Spelling Check Ex-Spelling Check
IC ³ -2 1.3.6	B1.20 B1.21 B1.22 B1.23	Fonts Ex-Fonts Alignment Ex-Alignment
IC ³ -2 1.3.7	B3.11 B3.12 B3.13 B3.14 B3.15 B3.16 B3.17	Inserting ClipArt Ex-Inserting ClipArt Ex-Resizing ClipArt Adding Drawings Ex-Adding Drawings Modifying Drawings Ex-Modifying Drawings
IC ³ -2 1.4.1	B1.33	Covered in PCIC ³ B1 GS3
IC ³ -2 1.4.2	B1.30 B1.31	Printing Ex-Printing-1
IC ³ -2 1.4.3	B1.30 B1.32	Printing Ex-Printing-2
IC ³ -2 1.4.4		Covered in PCIC ³ B1 GS3
IC ³ -2 1.4.5		Covered in PCIC ³ B1 GS3
IC ³ -2 1.4.6		Covered in PCIC ³ B1 GS3
IC ³ -2 1.4.7		Covered in PCIC ³ B1 GS3
IC ³ -2 3.1.1	B1.4 B1.8 B1.10	Entering Data Formulas Functions
IC ³ -2 3.1.2	B3.42	RS-Guidelines for Creating Spreadsheets
IC ³ -2 3.1.3	B1.4 B1.5 B1.6 B1.7 B2.1 B2.2	Entering Data Ex-Entering Data Editing Data Ex-Editing Data Filling Cells Ex-Filling Cells
IC ³ -2 3.1.4	B2.5 B2.6 B2.7 B2.8 B2.27 B2.28 B1.28 B1.29 B3.1 B3.2	Inserting & Deleting Cells Ex-Inserting & Deleting Cells Inserting & Deleting Rows & Columns Ex-Inserting & Deleting Rows & Columns Organizing Worksheets Ex-Organizing Worksheets Resizing Rows & Columns Ex-Resizing Rows & Columns Wrapping Text in a Cell Ex-Wrapping Text in a Cell

IC³B GS3 Reference #	PCIC³B2 GS3 Section #	Section Name
IC ³ -2 3.1.5	B1.24 B1.25	Number Formats Ex-Number Formats
IC ³ -2 3.1.6	B3.5 B3.6 B3.7 B3.8	Cell Borders Ex-Cell Borders Cell Shading Ex-Cell Shading
IC ³ -2 3.1.7	B1.22 B1.23	Alignment Ex-Alignment
IC ³ -2 3.1.8	B3.9 B3.10	Styles Ex-Styles
IC ³ -2 3.1.9	B3.19 B3.20 B3.29 B3.30 B3.31 B3.32 B3.33 B3.34 B3.21 B3.22	Page Breaks Ex-Page Breaks Print Area Ex-Print Area Print Scaling Ex-Print Scaling Printing Titles & Gridlines Ex-Printing Titles & Gridlines Header & Footer Ex-Header & Footer
IC ³ -2 3.1.10	B3.42	RS-Guidelines for Creating Spreadsheets
IC ³ -2 3.2.1	B3.25 B3.26	Sorting Data Ex-Sorting Data
IC ³ -2 3.2.2	B3.27 B3.28	Filtering Data Ex-Filtering Data
IC ³ -2 3.2.3	B2.23 B2.24	Copying Formulas & Functions Ex-Copying Formulas & Functions
IC ³ -2 3.2.4	B2.15 B2.16 B2.19 B2.20 B2.23 B2.24	Formulas Containing Multiple Operators Ex-Formulas Containing Multiple Operators Inserting Functions in Formulas Ex-Inserting Functions in Formulas Copying Formulas & Functions Ex-Copying Formulas & Functions
IC ³ -2 3.2.5	B1.10 B1.11 B2.17 B2.18	Functions Ex-Functions Commonly Used Functions Ex-Commonly Used Functions
IC ³ -2 3.2.6	B1.10 B1.11	Functions Ex-Functions
IC ³ -2 3.2.7	B1.8 B1.9 B1.10 B1.11	Formulas Ex-Formulas Functions Ex-Functions

IC³B GS3 Reference #	PCIC³B2 GS3 Section #	Section Name
IC ³ -2 3.2.8	B2.25 B2.26 B2.15 B2.16	Formula and Function Errors Ex-Formula and Function Errors Formulas Containing Multiple Operators Ex-Formulas Containing Multiple Operators
IC ³ -2 3.2.9	B3.35 B3.36 B3.37 B3.38 B3.39 B3.40	Creating Charts Ex-Creating Charts Modifying Charts-1 Ex-Modifying Charts-1 Modifying Charts-2 Ex-Modifying Charts-2
IC ³ -2 3.2.10	B3.41	Interpreting Data & Charts