|  |  |  |
| --- | --- | --- |
|  | Video Title  Right Click the blue link to open the video. | Instructions in each cell below… |
| 1 | [What is Excel?](https://support.office.com/en-us/article/842fb550-07cb-42d1-9a9f-c55789efed57) | **Instructions: Just view the introductory video.** |
| 2 | [Create a workbook](https://support.office.com/en-us/article/82e9eab2-2e4e-463a-baa5-669b6c8ac543) | **Instructions: Watch the video and fill in the blanks.**  You can create a work book in Excel from **(a)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  or a **(b)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . |
| 3 | [Insert, delete, or rename sheets​](https://support.office.com/en-us/article/video-insert-or-delete-a-worksheet-861d97cb-3b33-4978-92e4-9446dc19b8da?ui=en-US&rs=en-US&ad=US) | **Instructions: Watch the video and answer the three questions below using complete sentence structure.** |
| (3a) How do you insert a worksheet? |
| (3b) How do you rename a worksheet? |
| (3c) How do you delete a worksheet? |
| 4 | [Fill data automatically](https://support.office.com/en-us/article/video-fill-data-automatically-e477a114-bb3f-4cbe-8e9a-57456c35ac8b?ui=en-US&rs=en-US&ad=US) | **Instructions: Watch the video and answer the question below using complete sentence structure.**  What is one use for the *Fill Data Function*? |
| 5 | [Move or Copy Worksheets](https://support.office.com/en-us/article/video-move-or-copy-worksheets-48580e26-5b6d-48d3-afb5-317e18006dcb?ui=en-US&rs=en-US&ad=US) | **Instructions: Watch the video and answer the question below using complete sentence structure.**  Name one way to move a worksheet around in MS Excel? |
| 6 | [Create a Drop Down List](https://support.office.com/en-us/article/video-create-a-drop-down-list-bf3e41cf-24b2-4528-8fd6-eac4d8b9185c?ui=en-US&rs=en-US&ad=US) | **Instructions: Watch the video and answer the question below using complete sentence structure.**  What a good use for a drop-down list, like the one seen in the video? |
| 7 | [Insert or delete rows or columns](https://support.office.com/en-us/article/video-insert-or-delete-rows-or-columns-7450f58a-517f-48ae-bace-248346e52275?ui=en-US&rs=en-US&ad=US) | **Instructions: Watch the video and answer the question below using complete sentence structure.**  Name one way to insert a row in MS Excel. |
| 8 | [Change Column Width and Row Height](https://support.office.com/en-us/article/video-change-the-column-width-and-row-height-2d73d527-2725-4bed-b199-9a981362b5f9?ui=en-US&rs=en-US&ad=US) | **Instructions: Watch the video and answer the question below using complete sentence structure.**  (8a) How can you change row height? |
| (8b) How can you change column length (width)? |
| 9 | [Auto Fill Dates](https://support.office.com/en-us/article/video-auto-fill-dates-11091064-f01e-4fe1-bc76-f975e386597c?ui=en-US&rs=en-US&ad=US) | **Instructions: Watch the video and answer the question below using complete sentence structure.**  What is a good use for using the Auto Fill Date Function? |