

BSA II PACING GUIDE

Week	Learning Objective	Unit	Program	Standard
1	Safety Test, Import data into workbook (1.7), Navigate within the workbook (2.11)	Manage Worksheets and Workbooks	Excel 2019	5, 6, 7, 8
2	Format worksheets and workbooks (3.16), Customize options and views (4.26)	Manage Worksheets and Workbooks	Excel 2019	5, 6, 7, 8
3	Configure content for collaboration (5.14), Manipulate data in workbooks (6.20)	Manage Worksheets and Workbooks	Excel 2019	5, 6, 7, 8
4	Format cells and ranges (7.26), Define and reference named ranges (7.2)	Manage Data Cells and Ranges	Excel 2019	5, 6, 7, 8
5	Summarize data visually (9.16), Create and format tables (10.6), Modify Tables (10.3)	Manage Data Cells and Ranges	Excel 2019	5, 6, 7, 8
6	Filter and sort tables (11.13), Insert references (12.8), Format and modify text (12.4)	Manage Tables and Table Data	Excel 2019	5, 6, 7, 8
7	Calculate and transform data (13.25)	Perform Operations by Using Formulas and Functions	Excel 2019	5, 6, 7, 8
8	Create charts (14.4), Modify Charts (14.6), Format Charts (15.16)	Manage Charts	Excel 2019	5, 6, 7, 8
9	Practice Exams (35), Excel 2019 Associate Certification Exam	Excel 2019 Associate Certification	Excel 2019	5, 6, 7, 8
10	Outlook Associate Fundamentals (1.9), Customize Outlook settings (2.15)	Outlook Associate Fundamentals	Outlook 2019	12, 13
11	Configure mail settings (3.9), Perform search options (4.4), Print and save info (4.8)	Manage Outlook Settings and Processes	Outlook 2019	12, 13
12	Create messages (5.11), Insert message content (5.5), organize and manage messages (6.12)	Manage Messages	Outlook 2019	12, 13
13	Create and manage calendars (7.8), Create appointments (8.9)	Manage Schedules	Outlook 2019	12, 13
14	Organize and manage meetings, appointments and events (9.14)	Manage Schedules	Outlook 2019	12, 13
15	Create and manage contact records (10.13)	Manage Contacts	Outlook 2019	12, 13
16	Create and manage contact groups (11.9)	Manage Contacts	Outlook 2019	12, 13
17	Create and manage tasks (12.6)	Manage Contacts	Outlook 2019	12, 13
18	Practice Exams (35), Outlook 2019 Associate Certification Exam	Outlook 2019 Associate Certification	Outlook 2019	12, 13