
 **Reading:** Word Search Puzzle: Master ranges 15 min

Toolbox

 **Reading:** Week 2: Keyboard Shortcuts, Terminology, and Ninja Tips 25 min

 **Video:** Excel Options 6 min

Assessment

 **Quiz:** Performing Calculations: Test your skills 10 questions Due May 17, 1:59 AM CDT

Optional Materials

 **Reading:** Week 2: Excellent Tips and Resources 20 min

