

## Microsoft Excel 2019 - Basic

GoSkills online course syllabus

**Skill level**

Beginner

**Lessons**

25

**Accredited by**

CPD

**Pre-requisites**

No prior experience needed

**Versions supported**

2010, 2013, 2016, 2019, 2021, 365

**Video duration**

2h 21m

**Estimated study time**

12h 30m

**Instructor**

Ken Puls

## Getting to Know Excel

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1

### The Ribbon

Identify the terminology and elements of the Ribbon.

2

### The Work Surface

Recognize the main terms used to describe Excel's work canvas.

3

### Navigation

Utilize the keyboard or mouse to select cells and ranges in a spreadsheet.

4

### First File

Create your first Excel file, enter data and create a table.

5

### Formatting

Format cells by selecting fonts and color fills to make information more attractive.

6

### Basic Math

Utilize basic mathematics including multiplication and division in Excel.

## Essential Formula Knowledge

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7

### Formula Anatomy

Understanding Excel Formula Anatomy

**8** **Cell Referencing**  
Learn about working with absolute and relative cell referencing, and techniques for copying formulas.

**9** **Function Anatomy**  
Use to understand the anatomy of Excel functions, and what their components mean.

**10** **Math Functions**  
Learn basic math functions including SUM, ROUND and SUBTOTAL.

**11** **Basic Statistics**  
Learn basic statistical functions including COUNT, COUNTA, AVERAGE, MAX, MIN, MEDIAN and MODE.

**12** **Logic Functions**  
Learn to build standalone logical IF functions, and make them more complex by nesting AND and OR within them.

**13** **Text Functions**  
Learn to break apart text with the LEFT, RIGHT, MID, FIND and SEARCH functions, and to combine text with the & character.

## Intermediate Formula Knowledge

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**14** **Conditional Math**  
Learn to use SUMIF and COUNTIF to add cells only when certain conditions are met.

**15** **External Links**  
Learn about creating and updating external links, and about the potential dangers of external links in Excel.

## Optimizing Data

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**16** **Sorting**  
Learn to sort data in Excel by a single column or by multiple columns.

**17** **Filtering**  
Learn to filter Excel data for specific words, dates, and apply multiple filters to a single data table.

- 18** **Contiguous Data**  
Power Query is the best tool for consolidating your data so it's vertically contiguous (without blank rows or other garbage) – for Tables, PivotTables and Charts.
- 19** **Excel Tables**  
Learn about creating Excel tables, and their advantages.

## Presenting and Reporting

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- 20** **Cell Formatting**  
Learn to work with the Format Cells dialog to apply text rotation and borders, and to center data across multiple cells.
- 21** **Building Column Charts**  
Learn how to create an effective column chart by reducing ink and 'noise' that distract from the main messages.
- 22** **Building Bar Charts**  
How to create an effective bar chart by reducing ink and noise that distract from the story.
- 23** **Building Pie Charts**  
Learn how to build an effective pie chart, and when you should and shouldn't use them.
- 24** **Building Line Charts**  
How to create an effective line chart through careful manipulation of chart elements to enhance its story telling ability.

## Validating and Updating

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- 25** **Comments & Notes**  
Learn about creating, reviewing and printing Excel comments, as well as how comments are evolving in Office 365.

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