

Microsoft Excel for Mac - Advanced

GoSkills online course syllabus

Skill level

Beginner

Lessons

25

Accredited by

CPD

Pre-requisites

Basic Excel experience recommended

Versions supported

Excel for Mac 2016

Video duration

2h 11m

Estimated study time

12h 30m

Instructor

Ken Puls

Essential Formula Knowledge

1

Understanding Dates

Understand how dates work in Excel using the TODAY, YEAR, MONTH, DAY and DATE functions.

2

Understanding Time

Understand how time works in Excel, and how to change from whole numbers into time increments and back again.

Intermediate Formula Knowledge

3

Formula Auditing

Learn to work with formula auditing tools including tracing precedent and dependent cells and formula evaluation.

4

Temporal Functions

Learn to work with the EOMONTH and EDATE functions that easily shift dates from one month or year to another.

5

VLOOKUP with Approximate Match

Learn to use VLOOKUP to find an approximate match and return it or the corresponding value from another column.

6

VLOOKUP with Exact Match

Learn to use VLOOKUP to find an exact match and return it or the corresponding value from another column.

7

Other Lookup Methods

Learn to work with INDEX, MATCH and HLOOKUP, as alternatives to the VLOOKUP function.

Optimizing Data

8

Naming Ranges

Learn about creating named ranges, and the benefits of doing so.

9

Excel Tables

Learn about creating Excel tables, and their advantages.

10

Recording Macros

Learn to record basic Excel macros to automate your actions (instead of doing them manually).

Data Analysis

11

Creating PivotTables

Learn to create and modify basic PivotTables (for quickly summarizing and highlighting data).

12

Formatting PivotTables

Learn to control formatting and other options in PivotTables.

13

Calculated Fields in PivotTables

Learn to create and modify basic calculated fields for PivotTables.

14

What-If Analysis

Learn to perform what-if analysis in Excel using the Scenario Manager and Goal-Seek.

Presenting and Reporting

15

Outlining

Learn about adding and working with Excel's outlining tools to quickly hide irrelevant sections of your worksheet.

16

Custom Number Formats

Learn to build your own custom number formats to display dates, values and variances how you want to see them.

17

Conditional Formats with Built-In Rules

Learn to create top/bottom and highlight cell rules, as well as to apply icon sets and data bars.

18 **Conditional Formats with Custom Rules**
Learn to create custom conditional formatting rules based on formulas.

19 **Building Combination Line and Area Charts**
When you want to graph 3 line series, but only want 2 in focus most of the time.

Validating and Updating

20 **Data Validation**
Learn how to use Data Validation to ensure that users enter valid data in input cells.

21 **Data Validation Lists**
Use to restrict users ability to enter invalid data in cells by providing them with a drop down list of valid options.

22 **Styles**
Learn how to apply built-in number styles and create your own custom styles packages.

Preparing to Deploy

23 **Custom Views**
Learn how to create and manage Custom Views in a worksheet.

24 **Page Setup Options**
Learn about page setup options, fitting print jobs on a page, headers and footers, and other ways to customize print jobs.

25 **Security Considerations**
Learn about the setup and weaknesses of Excel's security systems.

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