

Microsoft Excel 365 - Basic

GoSkills online course syllabus

Skill level

Beginner

Lessons

26

Accredited by

CPD

Pre-requisites

None

Versions supported

2010, 2013, 2016, 2019, 2021, 365

Video duration

2h 33m

Estimated study time

12h 30m

Instructor

Ken Puls

Getting to Know Excel

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

Controlling Your Start Experience

Decide what happens when you start the Excel application.

5

Creating Your First File

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

6

Formatting

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

7

Basic Math

Utilize basic mathematics including multiplication and division in Excel.

Essential Formula Knowledge

8 **Formula Anatomy**
Understanding Excel Formula Anatomy

9 **Cell Referencing - Theory**
Learn about working with absolute and relative cell referencing.

10 **Cell Referencing - Example**
See absolute and relative cell referencing in practice, and learn about ways to copy and paste formulas.

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

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

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

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

15 **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

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

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

Optimizing Data

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

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

20 **Excel Tables**
Learn about creating Excel tables and their advantages.

Presenting and Reporting

21 **Cell Formatting**
Learn to work with the Format Cells dialog to apply text rotation and borders, and to center data across multiple cells.

22 **Building Column Charts**
Learn how to create an effective column chart by reducing ink and 'noise' that distract from the main messages.

23 **Building Bar Charts**
How to create an effective bar chart by reducing ink and noise that distract from the story.

24 **Building Pie Charts**
Learn how to build an effective pie chart, and when you should and shouldn't use them.

25 **Building Line Charts**
How to create an effective line chart through careful manipulation of chart elements to enhance its storytelling ability.

Validating and Updating

26 **Comments and Notes**
Learn about creating, reviewing, and printing Excel comments.

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