

Microsoft Excel for Mac - Basic & Advanced

GoSkills online course syllabus

Skill level

Beginner

Lessons

49

Accredited by

CPD

Pre-requisites

None

Versions supported

Excel for Mac 2016

Video duration

4h 19m

Estimated study time

24h 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

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

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.

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

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

Intermediate Formula Knowledge

16 **Formula Auditing**
Learn to work with formula auditing tools including tracing precedent and dependent cells and formula evaluation.

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

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

- 19 Temporal Functions**
Learn to work with the EOMONTH and EDATE functions that easily shift dates from one month or year to another.
- 20 VLOOKUP with Approximate Match**
Learn to use VLOOKUP to find an approximate match and return it or the corresponding value from another column.
- 21 VLOOKUP with Exact Match**
Learn to use VLOOKUP to find an exact match and return it or the corresponding value from another column.
- 22 Other Lookup Methods**
Learn to work with INDEX, MATCH and HLOOKUP, as alternatives to the VLOOKUP function.

Optimizing Data

- 23 Sorting**
Learn to sort data in Excel by a single column or by multiple columns.
- 24 Filtering**
Learn to filter Excel data for specific words, dates, and apply multiple filters to a single data table.
- 25 Contiguous Data**
Learn tricks for consolidating your data so it's vertically contiguous (without blank rows) – for Tables, PivotTables and Charts.
- 26 Naming Ranges**
Learn about creating named ranges, and the benefits of doing so.
- 27 Excel Tables**
Learn about creating Excel tables, and their advantages.
- 28 Recording Macros**
Learn to record basic Excel macros to automate your actions (instead of doing them manually).

Data Analysis

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

30 **Formatting PivotTables**
Learn to control formatting and other options in PivotTables.

31 **Calculated Fields in PivotTables**
Learn to create and modify basic calculated fields for PivotTables.

32 **What-If Analysis**
Learn to perform what-if analysis in Excel using the Scenario Manager and Goal-Seek.

Presenting and Reporting

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

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

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

36 **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.

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

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

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

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

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

42 **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

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

44 **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.

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

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

Preparing to Deploy

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

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

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