Microsoft Excel 2019 - Basic & Advanced

GoSkills online course syllabus

Monday, May 20, 2024

Skill level	**Lessons**	**Accredited by**
Beginner	57	CPD
Pre-requisites	**Versions supported**	**Video duration**
None	2010, 2013, 2016, 2019, 2021, 365	5h 21m
Estimated study time	**Instructor**	
26h for all materials	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 and COUNTIF 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.

23 Introduction to XLOOKUP

An introduction to the new XLOOKUP function in Microsoft 365. Bye, bye VLOOKUP, HLOOKUP and INDEX/MATCH!

Note: this lesson uses Excel Tables, which are introduced in the next section.

Optimizing Data

24 Sorting

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

25 Filtering

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

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.

Getting and Transforming Data

33 Unpivoting Data

If you work with PivotTables a lot, you know that they put information out the way users want to read it, but you can't use it to drive another PivotTable. So what if there was an easy way to unpivot the data? There is, and it's called Power Query!

34 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.

35 Importing Data from a Text File

Importing data from a text file into an Excel table using Power Query.

36 Appending Tables

Appending tables is the process of stacking them vertically to create long tables that can be used to feed business intelligence solutions and PivotTables.

Presenting and Reporting

37 Cell Formatting

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

38 Outlining

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

39 Custom Number Formats

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

40 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.

41 Conditional Formats with Custom Rules

Learn to create custom conditional formatting rules based on formulas.

42 Building Column Charts

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

43 Building Bar Charts

How to create an effective bar chart by reducing ink and noise that distract from the story.

44 Building Pie Charts

Learn how to build an effective pie chart, and when you should and shouldn't use them.

45 Building Line Charts

How to create an effective line chart through careful manipulation of chart elements to enhance its story telling ability.

46 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

47 Data Validation

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

48 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.

49 Comments & Notes

Learn about creating, reviewing and printing Excel comments, as well as how comments are evolving in Office 365.

50 Styles

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

Advanced Formulas

51 Introduction to Dynamic Arrays

An introduction to the new Dynamic Arrays capability added to Microsoft 365.

Preparing to Deploy

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