## Microsoft Excel 2019 - Basic

GoSkills online course syllabus

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|---|---|---|
| **Skill level** | **Lessons** | **Accredited by** |
| Beginner | 25 | CPD |
| **Pre-requisites** | **Versions supported** | **Video duration** |
| None | 2010, 2013, 2016, 2019, 2021, 365 | 2h 21m |
| **Estimated study time** | **Instructor** | |
| 12h 30m 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.

# Intermediate Formula Knowledge

## 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

## 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

## 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

## 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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