

Microsoft Excel for Mac - Advanced

GoSkills online course syllabus

Saturday, December 9, 2023

Skill level	Lessons	Accredited by
Intermediate	25	CPD
Pre-requisites	Versions supported	Video duration
Excel for Mac - Basic	Excel for Mac 2016	2h 11m
Estimated study time	Instructor	
12h 30m for all materials	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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