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Microsoft Excel 365 - Advanced

GoSkills online course syllabus

Thursday, April 25, 2024

Skill level
Intermediate

Lessons
36

Accredited by
CPD

Pre-requisites
Excel - Basic

Versions supported
2010, 2013, 2016, 2019, 2021, 365

Video duration
3h 18m

Estimated study time
14h for all materials

Instructor
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 The LET Function

Learn to use LET to simplify complex formulas and make them easy to debug.

5 Temporal Functions

Learn to work with the EOMONTH and EDATE functions that easily shift dates from one month or year to another.

6 VLOOKUP with Approximate Match

Learn to use VLOOKUP to find an approximate match and return it or the corresponding value from another column.

7 VLOOKUP with Exact Match

Learn to use VLOOKUP to find an exact match and return it or the corresponding value from another column.

8 Other Lookup Methods

Learn to work with INDEX, MATCH, and HLOOKUP as alternatives to the VLOOKUP function.

9 Introduction to XLOOKUP

An introduction to the new XLOOKUP function. Bye, bye other lookups!

Optimizing Data

10 Naming Ranges

Learn about creating named ranges and the benefits of doing so.

11 Excel Tables

Learn about creating Excel tables and their advantages.

12 Recording Macros

Learn to record basic Excel macros to automate your actions instead of doing them manually.

Data Analysis

13 Creating PivotTables

Learn to create and modify basic PivotTables for quickly summarizing and highlighting data.

14 Formatting PivotTables

Learn to control formatting and other options in PivotTables.

15 Calculated Fields in PivotTables

Learn to create and modify basic calculated fields for PivotTables.

16 What-If Analysis

Learn to perform what-if analysis in Excel using the Scenario Manager and Goal-Seek.

Getting and Transforming Data

17 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!

18 Contiguous Data

Learn tricks for consolidating your data so it's vertically contiguous (without blank rows) – for Tables, PivotTables, and Charts.

19 Importing from Text Files

Importing data from a text file into an Excel table.

20 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

21 Outlining

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

22 Custom Number Formats

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

23 Conditional Formats with Built-In Rules

Learn to create top/bottom and highlight cell rules, as well as apply icon sets and data bars.

24 Conditional Formats with Custom Rules

Learn to create custom conditional formatting rules based on formulas.

25 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

26 Data Validation

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

27 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.

28 Styles

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

Dynamic Arrays

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

30 **Introduction to FILTER**
Learn how to filter a range of data based on criteria you define with the FILTER function.

31 **FILTER and 'IFS' Functions**
Using FILTER to restrict the results of a Dynamic Array based on one or more conditions.

32 **FILTER with AND-OR Conditions**
Combining multiple conditions in a single FILTER to restrict the results of a Dynamic Array.

33 **XLOOKUP and Dynamic Arrays**
Advanced options for XLOOKUP including using wildcard matches and returning Dynamic Arrays as an output.

Preparing to Deploy

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

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

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

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