

Microsoft Excel 365 - Basic

GoSkills online course syllabus

Thursday, May 1, 2025

Skill level

Beginner

Lessons

26

Accredited by

CPD

Pre-requisites

None

Versions supported

2010, 2013, 2016, 2019, 2021, 365

Video duration

2h 33m

Estimated study time

12h 30m for all materials

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

Controlling Your Start Experience

Decide what happens when you start the Excel application.

5

Creating Your First File

Create your first Excel file, enter data, and create a table.

6

Formatting

Format cells by selecting fonts and color fills to make information more attractive.

7

Basic Math

Utilize basic mathematics including multiplication and division in Excel.

Essential Formula Knowledge

8 Formula Anatomy
Understanding Excel Formula Anatomy

9 Cell Referencing - Theory
Learn about working with absolute and relative cell referencing.

10 Cell Referencing - Example
See absolute and relative cell referencing in practice, and learn about ways to copy and paste formulas.

11 Function Anatomy
Use to understand the anatomy of Excel functions and what their components mean.

12 Math Functions
Learn basic math functions including SUM, ROUND, and SUBTOTAL.

13 Basic Statistics
Learn basic statistical functions including COUNT, COUNTA, AVERAGE, MAX, MIN, MEDIAN, and MODE.

14 Logic Functions
Learn to build standalone logical IF functions and make them more complex by nesting AND and OR within them.

15 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

16 Conditional Math
Learn to use SUMIF, COUNTIF, and SUMIFS to add cells only when certain conditions are met.

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

Optimizing Data

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

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

20 **Excel Tables**
Learn about creating Excel tables and their advantages.

Presenting and Reporting

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

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

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

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

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

Validating and Updating

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

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