

Microsoft Excel - Basic

GoSkills online course syllabus

Sunday, August 9, 2020

Skill level

Beginner

Lessons

25

Accredited by

CPD

Pre-requisites

None

Video duration

2h 21m

Estimated study time

12.5h 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 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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