

# Microsoft Excel for Mac - Basic & Advanced

GoSkills online course syllabus

Sunday, October 1, 2023

**Skill level**

Beginner

**Lessons**

49

**Accredited by**

CPD

**Pre-requisites**

None

**Versions supported**

Excel for Mac 2016

**Video duration**

4h 19m

**Estimated study time**

24h 30m for all materials

**Instructor**

Ken Puls

## Getting to Know Excel

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- 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

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- 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.

**14** **Understanding Dates**  
Understand how dates work in Excel using the TODAY, YEAR, MONTH, DAY and DATE functions.

**15** **Understanding Time**  
Understand how time works in Excel, and how to change from whole numbers into time increments and back again.

## Intermediate Formula Knowledge

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**16** **Formula Auditing**  
Learn to work with formula auditing tools including tracing precedent and dependent cells and formula evaluation.

**17** **Conditional Math**  
Learn to use SUMIF, COUNTIF and SUMPRODUCT to add cells only when certain conditions are met.

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

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

- 20** **VLOOKUP with Approximate Match**  
Learn to use VLOOKUP to find an approximate match and return it or the corresponding value from another column.
- 21** **VLOOKUP with Exact Match**  
Learn to use VLOOKUP to find an exact match and return it or the corresponding value from another column.
- 22** **Other Lookup Methods**  
Learn to work with INDEX, MATCH and HLOOKUP, as alternatives to the VLOOKUP function.

## Optimizing Data

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- 23** **Sorting**  
Learn to sort data in Excel by a single column or by multiple columns.
- 24** **Filtering**  
Learn to filter Excel data for specific words, dates, and apply multiple filters to a single data table.
- 25** **Contiguous Data**  
Learn tricks for consolidating your data so it's vertically contiguous (without blank rows) – for Tables, PivotTables and Charts.
- 26** **Naming Ranges**  
Learn about creating named ranges, and the benefits of doing so.
- 27** **Excel Tables**  
Learn about creating Excel tables, and their advantages.
- 28** **Recording Macros**  
Learn to record basic Excel macros to automate your actions (instead of doing them manually).

## Data Analysis

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- 29** **Creating PivotTables**  
Learn to create and modify basic PivotTables (for quickly summarizing and highlighting data).
- 30** **Formatting PivotTables**  
Learn to control formatting and other options in PivotTables.

**31** **Calculated Fields in PivotTables**  
Learn to create and modify basic calculated fields for PivotTables.

**32** **What-If Analysis**  
Learn to perform what-if analysis in Excel using the Scenario Manager and Goal-Seek.

## Presenting and Reporting

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

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

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

**36** **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.

**37** **Conditional Formats with Custom Rules**  
Learn to create custom conditional formatting rules based on formulas.

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

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

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

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

**42** **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

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## Data Validation

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

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## 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.

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## Comments

Learn about creating, reviewing and printing Excel comments.

46

## Styles

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

# Preparing to Deploy

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47

## Custom Views

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

48

## Page Setup Options

Learn about page setup options, fitting print jobs on a page, headers and footers, and other ways to customize print jobs.

49

## Security Considerations

Learn about the setup and weaknesses of Excel's security systems.

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