

Excel in an Hour

GoSkills online course syllabus

Thursday, April 24, 2025

Skill level

Beginner

Lessons

16

Pre-requisites

None

Versions supported

2016, 2019, 2021, 365

Video duration

1h 15m

Estimated study time

1h 15m for all materials

Instructor

Claudia Buckley

Getting Started

1

Get Ready to Excel

Understand why you need to know how to use Excel.

2

The Basics

Introduction to the Ribbon, worksheets, and understanding cell contents and cell referencing.

Formulas and Functions

3

Formulas vs Functions

What is the difference between a formula and a function? What's the structure of each?

4

Formulas & Functions in Action

Determining when it's best to use formulas vs. functions. Learn how to copy and paste formulas and functions.

5

Using Functions to Simplify Data

Solve common problems using essential functions.

Data Appearance & Formatting

6

Cell Formatting

Resize rows/columns, adjusting fonts, colors & alignment.

7 Number Formats
Change number formats to/from: date, currency/general.

8 Conditional Formatting
Format cells dynamically based on criteria which you define.

Organizing Data

9 Worksheet Management
Edit worksheet by adding and removing rows and columns.

10 Workbook Management
Renaming, adding, deleting, moving and copying sheets.

11 Sorting & Filtering
Organize your data using sorts and filters.

Presenting Data

12 Creating Charts
Make data more visually appealing by choosing from a variety of chart types.

13 Formatting Charts
Learn how to create title and various options for your chart, adjust data source and change chart type.

The Wrap Up

14 Putting it all Together
Change the way your worksheet appears onscreen. Customize the way data appears when printed.

15 Excel Hacks & Tricks
Useful shortcuts and tips for working with Excel sheets

16 Excel Hacks & Tricks Part 2
Useful shortcuts and tips for working with Excel sheets

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