

Excel in an Hour

GoSkills online course syllabus

Thursday, September 16, 2021

Skill level

Beginner

Lessons

16

Pre-requisites

None

Video duration

1h 15m

Estimated study time

1h 15m

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. Spellcheck.

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