

# Microsoft Excel 2019 - Basic

GoSkills online course syllabus

**Skill level**

Beginner

**Lessons**

25

**Accredited by**

CPD

**Pre-requisites**

No prior experience needed

**Versions supported**

2010, 2013, 2016, 2019, 2021, 365

**Video duration**

2h 21m

**Estimated study time**

12h 30m

**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.

## Intermediate Formula Knowledge

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# 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

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# 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

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### 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

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### 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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