

# Microsoft Excel for Mac - Advanced

GoSkills online course syllabus

**Skill level**

Beginner

**Lessons**

25

**Accredited by**

CPD

**Pre-requisites**

Excel for Mac - Basic

**Versions supported**

Excel for Mac 2016

**Video duration**

2h 11m

**Estimated study time**

12h 30m

**Instructor**

Ken Puls

## Essential Formula Knowledge

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### 1 Understanding Dates

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

### 2 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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### 3 Formula Auditing

Learn to work with formula auditing tools including tracing precedent and dependent cells and formula evaluation.

### 4 Temporal Functions

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

### 5 VLOOKUP with Approximate Match

Learn to use VLOOKUP to find an approximate match and return it or the corresponding value from another column.

### 6 VLOOKUP with Exact Match

Learn to use VLOOKUP to find an exact match and return it or the corresponding value from another column.

### 7 Other Lookup Methods

Learn to work with INDEX, MATCH and HLOOKUP, as alternatives to the VLOOKUP function.

# Optimizing Data

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8

## Naming Ranges

Learn about creating named ranges, and the benefits of doing so.

9

## Excel Tables

Learn about creating Excel tables, and their advantages.

10

## Recording Macros

Learn to record basic Excel macros to automate your actions (instead of doing them manually).

# Data Analysis

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11

## Creating PivotTables

Learn to create and modify basic PivotTables (for quickly summarizing and highlighting data).

12

## Formatting PivotTables

Learn to control formatting and other options in PivotTables.

13

## Calculated Fields in PivotTables

Learn to create and modify basic calculated fields for PivotTables.

14

## 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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15

## Outlining

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

16

## Custom Number Formats

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

17

## 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.

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

**19** 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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**20** Data Validation  
Learn how to use Data Validation to ensure that users enter valid data in input cells.

**21** 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.

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

## Preparing to Deploy

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

**24** Page Setup Options  
Learn about page setup options, fitting print jobs on a page, headers and footers, and other ways to customize print jobs.

**25** Security Considerations  
Learn about the setup and weaknesses of Excel's security systems.

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