

# Excel in an Hour

GoSkills online course syllabus

**Skill level**

Beginner

**Lessons**

16

**Accredited by**

Verified by GoSkills

**Pre-requisites**

No prior experience needed

**Versions supported**

2016, 2019, 2021, 365

**Video duration**

1h 15m

**Estimated study time**

1h 15m

**Instructor**

Claudia Buckley

## Getting Started

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**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

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**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.

## Organizing Data

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**6** Worksheet Management  
Edit worksheet by adding and removing rows and columns.

**7** **Workbook Management**  
Renaming, adding, deleting, moving and copying sheets.

**8** **Sorting & Filtering**  
Organize your data using sorts and filters.

## Data Appearance & Formatting

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**9** **Cell Formatting**  
Resize rows/columns, adjusting fonts, colors & alignment.

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

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

## Presenting Data

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**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

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**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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