Microsoft Excel for Mac - Basic

GoSkills online course syllabus

Monday, September 15, 2025

Skill level	**Lessons**	**Accredited by**
Beginner	24	CPD
Pre-requisites	**Versions supported**	**Video duration**
None	Excel for Mac 2016	2h 08m
Estimated study time	**Instructor**	
12h for all materials	Ken Puls	

Getting to Know Excel

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

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

14   Conditional Math

Learn to use SUMIF, COUNTIF and SUMPRODUCT 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

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

Learn tricks for consolidating your data so it's vertically contiguous (without blank rows) – for Tables, PivotTables and Charts.

Presenting and Reporting

19   Cell Formatting
Learn to work with the Format Cells dialog to apply text rotation and borders, and to center data across multiple cells.

20   Building Column Charts
Learn how to create an effective column chart by reducing ink and 'noise' that distract from the main messages.

21   Building Bar Charts
How to create an effective bar chart by reducing ink and noise that distract from the story.

22   Building Pie Charts
Learn how to build an effective pie chart, and when you should and shouldn't use them.

23   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

24   Comments
Learn about creating, reviewing and printing Excel comments.

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