goskills

Microsoft Excel 365 - Basic

GoSkills online course syllabus

Saturday, July 12, 2025

Skill level
Beginner

Lessons
26

Accredited by
CPD

Pre-requisites
None

Versions supported
2010, 2013, 2016, 2019, 2021, 365

Video duration
2h 33m

Estimated study time
12h 30m for all materials

Instructor
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
Controlling Your Start Experience
Decide what happens when you start the Excel application.

5
Creating Your First File
Create your first Excel file, enter data, and create a table.

6
Formatting
Format cells by selecting fonts and color fills to make information more attractive.

7
Basic Math
Utilize basic mathematics including multiplication and division in Excel.

Essential Formula Knowledge

8 Formula Anatomy
Understanding Excel Formula Anatomy

9 Cell Referencing - Theory
Learn about working with absolute and relative cell referencing.

10 Cell Referencing - Example
See absolute and relative cell referencing in practice, and learn about ways to copy and paste formulas.

11 Function Anatomy
Use to understand the anatomy of Excel functions and what their components mean.

12 Math Functions
Learn basic math functions including SUM, ROUND, and SUBTOTAL.

13 Basic Statistics
Learn basic statistical functions including COUNT, COUNTA, AVERAGE, MAX, MIN, MEDIAN, and MODE.

14 Logic Functions
Learn to build standalone logical IF functions and make them more complex by nesting AND and OR within them.

15 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

16 Conditional Math
Learn to use SUMIF, COUNTIF, and SUMIFS to add cells only when certain conditions are met.

17 External Links
Learn about creating and updating external links, and about the potential dangers of external links in Excel.

Optimizing Data

18 Sorting
Learn to sort data in Excel by a single column or by multiple columns.

19 Filtering
Learn to filter Excel data for specific words, dates, and apply multiple filters to a single data table.

20 Excel Tables
Learn about creating Excel tables and their advantages.

Presenting and Reporting

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

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

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

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

25 Building Line Charts
How to create an effective line chart through careful manipulation of chart elements to enhance its storytelling ability.

Validating and Updating

26 Comments and Notes
Learn about creating, reviewing, and printing Excel comments.

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