

# Microsoft Excel for Mac - Advanced

GoSkills online course syllabus

Friday, May 17, 2024

<b>Skill level</b>	<b>Lessons</b>	<b>Accredited by</b>
Intermediate	25	CPD
<b>Pre-requisites</b>	<b>Versions supported</b>	<b>Video duration</b>
<a href="#">Excel for Mac - Basic</a>	Excel for Mac 2016	2h 11m
<b>Estimated study time</b>	<b>Instructor</b>	
12h 30m for all materials	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).

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# Data Analysis

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.

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# Presenting and Reporting

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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