

# Microsoft Excel for Mac - Advanced

GoSkills online course syllabus

Tuesday, April 15, 2025

**Skill level**

Intermediate

**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 for all materials

**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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