

Microsoft Excel for Mac - Basic

GoSkills online course syllabus

Monday, February 3, 2025

Skill level

Beginner

Lessons

24

Accredited by

CPD

Pre-requisites

None

Versions supported

Excel for Mac 2016

Video duration

2h 08m

Estimated study time

12h 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** **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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