

# Microsoft Excel 365 - Basic

GoSkills online course syllabus

Tuesday, April 15, 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

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- 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

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- ## 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

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- ## 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

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- ## 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

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**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

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

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