

Microsoft Excel 365 - Basic

GoSkills online course syllabus

Sunday, March 23, 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.

[Go to GoSkills.com](https://www.goskills.com)