

# Microsoft Excel 365 - Basic

GoSkills online course syllabus

Tuesday, July 16, 2024

**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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