

# Excel in an Hour

GoSkills online course syllabus

Wednesday, August 14, 2024

**Skill level**

Beginner

**Lessons**

16

**Pre-requisites**

None

**Versions supported**

2016, 2019, 2021, 365

**Video duration**

1h 15m

**Estimated study time**

1h 15m for all materials

**Instructor**

Claudia Buckley

## Getting Started

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- 1** **Get Ready to Excel**  
Understand why you need to know how to use Excel.
- 2** **The Basics**  
Introduction to the Ribbon, worksheets, and understanding cell contents and cell referencing.

## Formulas and Functions

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- 3** **Formulas vs Functions**  
What is the difference between a formula and a function? What's the structure of each?
- 4** **Formulas & Functions in Action**  
Determining when it's best to use formulas vs. functions. Learn how to copy and paste formulas and functions.
- 5** **Using Functions to Simplify Data**  
Solve common problems using essential functions.

## Data Appearance & Formatting

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- 6** **Cell Formatting**  
Resize rows/columns, adjusting fonts, colors & alignment.

**7** Number Formats  
Change number formats to/from: date, currency/general.

**8** Conditional Formatting  
Format cells dynamically based on criteria which you define.

## Organizing Data

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**9** Worksheet Management  
Edit worksheet by adding and removing rows and columns.

**10** Workbook Management  
Renaming, adding, deleting, moving and copying sheets.

**11** Sorting & Filtering  
Organize your data using sorts and filters.

## Presenting Data

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**12** Creating Charts  
Make data more visually appealing by choosing from a variety of chart types.

**13** Formatting Charts  
Learn how to create title and various options for your chart, adjust data source and change chart type.

## The Wrap Up

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**14** Putting it all Together  
Change the way your worksheet appears onscreen. Customize the way data appears when printed.

**15** Excel Hacks & Tricks  
Useful shortcuts and tips for working with Excel sheets

**16** Excel Hacks & Tricks Part 2  
Useful shortcuts and tips for working with Excel sheets

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