

Excel in an Hour

GoSkills online course syllabus

Skill level

Beginner

Lessons

16

Accredited by

Verified by GoSkills

Pre-requisites

No prior experience needed

Versions supported

2016, 2019, 2021, 365

Video duration

1h 15m

Estimated study time

1h 15m

Instructor

Claudia Buckley

Getting Started

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

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.

Organizing Data

6

Worksheet Management

Edit worksheet by adding and removing rows and columns.

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

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

Data Appearance & Formatting

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

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

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

Presenting Data

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

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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