BOARD INFINITY

BEGINNER LEVEL · DATA ANALYSIS · MICROSOFT EXCEL

Excel Essentials and Beyond

Full course syllabus - every module, video lesson, reading and assignment, from the Ribbon and cell references to Pivot Tables, Power Query and a working dashboard.

Board Infinity
Instructor · Offered on Coursera

6	142	29	4 weeks
Modules	Video lessons	Assignments	At 10 hours a week

INSIDE THE COURSE

01	Excel Proficiency Essentials	7 hours to complete
02	Excel Data Analysis and Visualization	6 hours to complete
03	Excel Advanced Functions and Temporal Functions	6 hours to complete
04	Excel Data Manipulation and Advanced Lookups	6 hours to complete
05	Excel Data Analysis, Visualization, and Presentation	5 hours to complete
06	Advanced Data Visualization and Insightful Dashboards	6 hours to complete

Enroll on Coursera

https://www.coursera.org/learn/excel-essentials-and-beyond

01 ABOUT THE COURSE

From the Ribbon to a live dashboard.

Excel Essentials and Beyond is a comprehensive exploration of Excel, built for newcomers and for anyone aiming for mastery. It opens with the interface, formatting, cell references, sorting and filtering, then moves into formulas, conditional logic, date-time functions and dynamic lookups.

The later modules cover Pivot Tables and charts, then Power Query, Power Pivot, DAX, Office Scripts and Copilot, ending with a dashboard creation project - 142 videos, 24 readings and 29 assignments in all. The course is at beginner level; basic familiarity with spreadsheets helps but is not required.

WHO IT'S FOR

Complete beginners
Starting Excel from scratch and wanting a real foundation.

Everyday spreadsheet users
Ready to go past SUM, sort and filter.

Students & job seekers
Building the Excel skills internships and first jobs expect.

Reporting & business roles
Turning weekly numbers into charts and dashboards.

WHAT YOU'LL LEARN

01 **Navigate Excel with confidence** Modules 1-2
Leverage essential tools and techniques for efficient data organization and presentation

02 **Use advanced functions and lookups** Modules 3-4
Apply advanced functions, date-time and lookup techniques for in-depth analysis

03 **Master Pivot Tables and charting** Modules 5-6
Use Pivot Tables, advanced charts and visualization tools to communicate insights

04 **Design dynamic dashboards** Module 6
Build dynamic dashboards that turn complex data into actionable narratives

02 SYLLABUS

Six modules, from first cell to dashboard.

4 weeks to complete at 10 hours a week. Flexible schedule - learn at your own pace.

01 Excel Proficiency Essentials

The interface, formatting, cell references and data management

7 hours
20 videos

BY THE END OF THIS MODULE YOU CAN

- ✓ Find your way around the Ribbon, worksheets, workbooks and data types
- ✓ Format cells, numbers, fonts, alignment and borders, and use Format Painter
- ✓ Use relative, absolute and mixed cell references correctly
- ✓ Sort, filter and reshape data with Flash Fill and Text to Columns

CONTENTS: 20 videos (131 min) · 5 readings (130 min) · 5 assignments (120 min) · 1 discussion prompt · 1 plugin

TOPICS: Introduction to Excel · Cell Formatting and Styling · Cell Reference Techniques · Data Management and Navigation

You'll leave with: a solid foundation in Excel - clean, well-formatted sheets and formulas that reference the right cells.

02 Excel Data Analysis and Visualization

Data validation, conditional formatting, functions and logic

6 hours
22 videos

BY THE END OF THIS MODULE YOU CAN

- ✓ Clean data with Remove Duplicates and Data Validation
- ✓ Highlight patterns with conditional formatting, including formula rules
- ✓ Calculate with SUM, MIN, MAX, COUNT, COUNTA and AVERAGE
- ✓ Build logic with IF, IFS, nested IF, IFERROR, SUMIF(S) and SWITCH

CONTENTS: 22 videos (106 min) · 4 readings (120 min) · 5 assignments (120 min)

TOPICS: Data Enhancement and Visualization · Functions for Calculation · Conditional Logic · Specialized Functions

You'll leave with: the formulas and conditional logic behind most day-to-day analysis in Excel.

03 Excel Advanced Functions and Temporal Functions

Conditional counts, date and time, workdays and text splitting

6 hours
24 videos

BY THE END OF THIS MODULE YOU CAN

- Summarise data with COUNTIF(S) and AVERAGEIF(S)
- Work with dates using DATE, TODAY, NOW, EOMONTH, DATEDIF and EDATE
- Calculate schedules with WORKDAY and NETWORKDAYS, including .INTL
- Split text with TEXTSPLIT, TEXTBEFORE and TEXTAFTER, and write LET and LAMBDA

CONTENTS 24 videos (101 min) · 4 readings (120 min) · 5 assignments (120 min) · 1 discussion prompt

TOPICS Conditional Calculations · Date and Time Manipulation · Date and Time Analysis Toolbox · Workday Functions

You'll leave with: the advanced and date-time functions for scheduling, time-based analysis and reusable formulas.

04 Excel Data Manipulation and Advanced Lookups

VLOOKUP to XLOOKUP, text functions and dynamic arrays

6 hours
28 videos

BY THE END OF THIS MODULE YOU CAN

- Retrieve data with VLOOKUP, HLOOKUP and INDEX with MATCH
- Handle two-way, left, case-sensitive and closest-match lookups
- Clean text with CONCATENATE, LEFT, RIGHT, MID, TRIM, REPLACE and LEN
- Use XLOOKUP, UNIQUE, SORT, SORTBY and FILTER for dynamic results

CONTENTS 28 videos (135 min) · 4 readings (120 min) · 5 assignments (120 min)

TOPICS Lookup Techniques · Advanced Lookups and Dynamic Retrieval · Data Manipulation and Text · Text Cleaning

You'll leave with: the lookup and text skills to pull, match and clean data across any workbook.

05 Excel Data Analysis, Visualization, and Presentation

Pivot Tables, slicers, charts and Pivot Charts

5 hours
22 videos

BY THE END OF THIS MODULE YOU CAN

- ✓ Analyse data with FIND, ROUND and SUBTOTAL
- ✓ Build, sort, filter and summarise Pivot Tables, and add slicers
- ✓ Create charts and control layout, legends and data labels
- ✓ Use Pivot Charts, combo, waterfall and funnel charts, scatterplots and heat maps

CONTENTS: 22 videos (87 min) · 4 readings (120 min) · 5 assignments (120 min)

TOPICS: Data Analysis and Presentation · Pivot Tables · Charting and Visualization · Pivot Charts

You'll leave with: Pivot Tables and charts that summarise a dataset and present it clearly.

06 Advanced Data Visualization and Insightful Dashboards

Specialized charts, dashboards, Power Query, DAX and Copilot

6 hours
26 videos

BY THE END OF THIS MODULE YOU CAN

- ✓ Build histograms, maps, dual-axis, bump, control, Pareto and waterfall charts
- ✓ Design and build an interactive dashboard in Excel
- ✓ Clean and model data with Power Query, Power Pivot, relationships and DAX
- ✓ Automate with Office Scripts, use Copilot for insights, and run What-If Analysis

CONTENTS: 26 videos (176 min) · 3 readings (90 min) · 4 assignments (105 min), incl. a dashboard creation project

TOPICS: Advanced Visualization · Specialized Charts · Dashboard Design · Power Query & Power Pivot · Copilot in Excel

You'll leave with: a working sales dashboard built from cleaned, modelled data - and the project to prove it.

03 TOOLS & SKILLS

The tools you work in, and what you leave with.

Microsoft Excel

Spreadsheet

Formatting, references, formulas, functions and lookups - the core of the course.

In this course: All six modules, every feature shown on screen.

Pivot Tables & charts

Analysis

Pivot Tables, slicers, Pivot Charts and modern chart types for summarising data.

In this course: Module 5, extended with specialized charts in Module 6.

Power Query & Power Pivot

Data model

Cleanup, unpivot and merge in Power Query; relationships, star schema and DAX measures.

In this course: Module 6, ahead of the dashboard project.

Dashboards, Office Scripts & Copilot

Present

Interactive dashboards, automation with Office Scripts, and Copilot-assisted insights.

In this course: Module 6, ending with the dashboard creation project.

SKILLS YOU LEAVE WITH

Spreadsheet foundations

- Spreadsheet software
- Excel formulas
- Data management
- Data cleansing

Analysis

- Data analysis
- Pivot tables and charts
- Lookup functions
- Data-driven decision-making

Visualization

- Data visualization
- Data visualization software
- Dashboards
- Data storytelling

04 CERTIFICATE & CAREER

Finish with a shareable certificate.

Add it to LinkedIn
Add this credential to your LinkedIn profile, resume, or CV.

Share it anywhere
Share it on social media and in your performance review.

Earned, not attended
Awarded on completion of the graded quizzes in all six modules and the dashboard project.

Rated 4.4 by learners
4.4 out of 5 from 54 reviews, with 7,900+ learners enrolled on Coursera.

ROLES THAT USE THESE SKILLS

Data Analyst · Business Analyst · MIS Executive · Financial Analyst · Operations Analyst · Reporting Analyst

Board Infinity
Instructor · Offered on Coursera

Beginner level · Taught in English · 11 languages available · Flexible schedule

Ready to go beyond the basics?

Enrollment, lessons, grading and the certificate all happen on Coursera.

Enroll on Coursera

Course page:
coursera.org/learn/
excel-essentials-and-beyond

Want a coach alongside the course?

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Details: https://www.boardinfinity.com/career-coaching/

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