



Microsoft Excel 2024

SEHG-AI-1115 · Business · approx. 11 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Microsoft Excel 2024 is the latest evolution of Microsoft's spreadsheet software, which has been a cornerstone of data management and analysis since its initial release in 1985. Over nearly four decades, Excel has grown from a simple spreadsheet tool into a powerful platform used across industries for organizing, analyzing, and visualizing data. Known for its versatility, Excel helps users perform complex calculations, create dynamic charts, and manage large datasets with ease. Excel 2024 builds on this foundation with new features like dynamic arrays, and the IMAGE function, enabling more advanced data analysis and enhanced visual presentations. The Microsoft Excel 2024 course will provide participants with the knowledge to confidently navigate the program, learning how to organize and analyze data effectively, create visually engaging charts and reports, and streamline workflows with time-saving tools. Additionally, participants will use Excel's features to manage, present, and share data with clarity and precision.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Understand Excel's layout and navigation tools
- Identify how to enter and organize data
- Recognize essential functions, like SUM, AVERAGE, and COUNT
- Identify simple project management techniques, such as Gantt Charts
- Determine how to use basic charting and visualization tools
- Successfully use collaboration and sharing features

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 13 course modules
- 11 instructional videos — 11 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives

- **Module 2 — Module one**
 - Introduction to Excel 2024
 - Understanding Excel's Interface and Navigation
 - Creating, Saving, and Managing Workbooks
 - Working with Worksheets: Adding, Renaming, and Deleting
 - Using the Ribbon, Quick Access Toolbar, and Context Menus
 - Exploring New Features in Excel 2024
- **Module 3 — Module two**
 - Working With Data
 - Entering and Editing Data Efficiently
 - Transforming Data With Power Query
 - Applying Data Validation and Drop-Down Lists
 - Sorting and Filtering Data (Dynamic Arrays)
 - Using the New IMAGE Function to Insert Images in Cells
- **Module 4 — Module three**
 - Formulas and Functions
 - Understanding Cell References (Relative, Absolute, Mixed)
 - Working With Basic Formulas (SUM, AVERAGE, COUNT)
 - Using Logical Functions (IF, AND, OR, IFERROR)
 - Exploring Text and Date Functions (TEXT, CONCAT, TODAY)
 - Leveraging New Functions (FILTER, SORT, UNIQUE, SEQUENCE)
- **Module 5 — module four**
 - Practical Problem-Solving With Excel
 - Creating Budgets and Expense Trackers
 - Building Basic Schedules and Calendars
 - Using Excel for Simple Project Management (Gantt Charts)
 - Tracking Inventory and Sales Data
 - Analyzing Data with Built-in Templates
- **Module 6 — Module five**
 - Data Visualization and Charting
 - Creating Basic Charts (Column, Line, Pie)
 - Customizing Charts: Titles, Legends, and Data Labels
 - Using Dynamic Charts With Dynamic Arrays
 - Building Pivot Charts for Advanced Reporting
 - Enhancing Visuals with Sparklines and Maps
- **Module 7 — Module six**
 - Managing and Analyzing Large Data Sets
 - Working With Tables: Creating, Formatting, and Summarizing
 - Using PivotTables for Data Analysis
 - Applying Slicers and Timelines for Interactive Reports
 - Leveraging Conditional Formatting for Data Insights
 - Exploring Data Tools: Remove Duplicates, Text to Columns, and Flash Fill
- **Module 8 — Module seven**
 - Collaboration and Sharing
 - Sharing Workbooks and Managing Permissions
 - Real-Time Collaboration and Co-Authoring
 - Tracking Changes and Using Comments/Notes
 - Exploring Excel Online Integration
 - Managing Versions and Using Revision History
- **Module 9 — Module eight**
 - Time-Saving Tips and Tricks
 - Using Keyboard Shortcuts to Speed Up Workflows
 - Navigating Large Workbooks With Freeze Panes and Split Windows

- Using Find & Replace and Go To Special for Quick Edits
- Customizing Excel Settings for Personal Efficiency
- Working With Templates for Faster Document Creation
- **Module 10 — Module Nine**
 - Data Security and Protection
 - Protecting Worksheets and Workbooks With Passwords
 - Managing Permissions for Sensitive Data
 - Using Data Masking and Cell Locking Techniques
 - Implementing Workbook-Level Security (Encryption)
 - Auditing and Error Checking (Trace Dependents/Precedents, Evaluate Formulas)
- **Module 11 — Module ten**
 - Personalizing Excel for Everyday Use
 - Customizing the Ribbon
 - Creating and Managing Named Ranges
 - Adjusting Themes, Styles, and Formatting Options
 - Setting Up Print Options and Page Layouts
 - Saving and Exporting Workbooks in Different Formats
- **Module 12 — Assessment**
- **Module 13 — Wrapping Up**
 - Course Summary

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-AI-1115 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.