Excel Course Outline

26 Videos

Skyrocket your productivity and propel your career.
Enrol for our excel course and be a Rockstar at work!

Video #1 – Getting Started with Excel

➢ Excel Structure

➢ Navigating in Excel

➢ Ribbon and Tabs

➢ Quick Access Toolbar (QAT)

➢ Dialogue Box and Task Panes

➢ Customizing Ribbons and QAT

➢ Active Cell

➢ ALT Shortcuts

Video #2 – Data Entry, Editing, and Formatting

➢ Data Entry

➢ Modifying Cell Content

  ➢ Deleting Data

  ➢ Replacing Data

  ➢ Editing Data

➢ Introduction to Autofill

➢ Introduction to Number Formatting

Video #3 – Data Formatting

➢ Accessing Formatting Tools

➢ Formatting Tools

  ➢ Alignment

  ➢ Font

  ➢ Borders

  ➢ Color and Shading

➢ Format Painter

➢ Named Styles

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Video #4 – Working with Cells and Ranges

- ➢ Cell Address Nomenclature

- ➢ Selecting Cell/Range

- ➢ Copying and Moving Cells/Ranges

- ➢ Paste Special

- ➢ Select Special Cells (Go To Special)

- ➢ Using Find and Replace to Select Cells

- ➢ Adding Comments to Cells

- ➢ Quick Analysis

Video #5 – Managing Worksheets

- ➢ Navigating Through Worksheets

- ➢ Changing Worksheet Name and Color

- ➢ Adding/Deleting and Hiding/Un-hiding Worksheets

- ➢ Moving and Copying Worksheets

- ➢ Worksheet Views

    - ➢ Comparing Sheets Side by Side

    - ➢ Splitting Worksheets into Panes

    - ➢ Freezing Panes

- ➢ Saving and Opening Workbooks

Video #6 – Excel Tables

➢ Creating Excel Tables

➢ Excel Table Features

➢ Structured References

➢ Table Slicers

Video #7 – Autofill, Custom Lists, and Flash Fill

➢ Autofill

➢ Custom Lists

➢ Flash Fill (in 2013 only)

Video #8 – Number Formatting

➢ Accessing Number Formatting Options

➢ Number Formatting Using Dialogue Box

➢ Custom Number Formatting

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Video #9 – Excel Formula Basics

➢ Constituents of Excel Formula

➢ Operators in Formula

➢ Entering Formula

➢ Editing Formula

➢ Absolute/Relative Cell References

➢ Copying/Pasting Formula

➢ Formula Auditing and Debugging

Video #10 – Logical Formulas

➤ AND

➤ OR

➤ NOT

➤ TRUE

➤ FALSE

➤ IF

➤ IFERROR

➤ IS

Video #11 – Math Formulas

- INT
- MOD
- RAND
- RANDBETWEEN
- ROUND
- SUM
- SUMIF
- SUMIFS
- SUMPRODUCT

Video #12 – Lookup and Reference Formulas

➢ VLOOKUP

➢ HLOOKUP

➢ INDEX

➢ MATCH

➢ OFFSET

➢ INDIRECT

➢ ROW

➢ ROWS

➢ COLUMN

➢ COLUMNS

Video #13 – Stats Formulas

- AVERAGE
- AVERAGEIF
- AVERAGEIFS
- COUNT
- COUNTA
- COUNTBLANK
- COUNTIF
- COUNTIFS
- LARGE
- SMALL

- RANK
- MAX
- MIN

Video #14 – Text Formulas

- LEFT

- RIGHT

- MID

- LEN

- LOWER

- PROPER

- UPPER

- FIND

- REPLACE

- SUBSTITUTE

- TEXT

Video #15 – Date and Time Formulas

- ➢ DAY

- ➢ HOUR

- ➢ MINUTE

- ➢ DATE

- ➢ DATEVALUE

- ➢ TODAY

- ➢ NOW

- ➢ WEEKDAY

- ➢ NETWORKDAYS

- ➢ NETWORKDAYS.INTL

- ➢ WORKDAY

- ➢ WORKDAY.INTL

Video #16 – Formulas Mix and Match (10 Examples)

➢ Compare Lists

➢ Get Unique List

➢ Get Closest Match

➢ Get Last Value in the List

➢ Find Last Occurrence of an Item in a List

➢ 2 Way and 3 Way Lookup using Index/Match

➢ Count the Number of Words

➢ Extract Username from Email Id

➢ Find the First Monday of the Month

➢ Extract Data using Drop Down List

Video #17 – Named Ranges

➢ Creating Named Ranges

➢ Managing Named Ranges

➢ Important Keyboard Shortcuts

➢ Creating Dynamic Named Ranges

     ➢ Using OFFSET Formula

     ➢ Using INDEX Formula

Video #18 – Data Validation

➢ Data Validation Criteria

➢ Input Message

➢ Customizing Error Messages

➢ Circle Invalid Entries

➢ Advanced Data Validation Tricks

  ➢ Create Dependent Validation

  ➢ Make Sub Headings in Validation

  ➢ Disguise Numbers as Text

  ➢ Creating Dynamic Drop Down List

Video #19 – Data Sorting and Filtering

➢ Data Sorting

    ➢ Multi-Levels of Sorting

➢ Data Filtering

➢ Advanced Filtering

➢ Filtering and Sorting in Excel Data Tables

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Video #20 – Conditional Formatting

➢ Introduction to Conditional Formatting

➢ Using Formula in Conditional Formatting

➢ Advanced Examples

  ➢ Highlight Every Nth Row

  ➢ Creating Dynamic Search

Video #21 – Introduction to Excel Charting

➢ Excel Chart Types

➢ Chart Editing

➢ Formatting Chart Elements

➢ Combination Charts

➢ Handling Gaps in Charts

Video #22 – 10 Advanced Excel Charting Examples

➢ Creating Multi-Category Charts

➢ Creating a Gauge Chart

➢ Creating a Thermometer Chart

➢ Creating a Milestone Chart

➢ Creating a Water Fall Chart

➢ Creating Gantt Chart

➢ Creating Chart with Trend Arrows in Data Labels

➢ Creating a Chart with Actual and Target Values

➢ Spotting Data in a Scatter Chart in Excel

➢ Creating Dynamic Target Line in Excel Bar Charts

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Video #23 – Dynamic Charts in Excel

➢ Dynamic Chart Example 1

➢ Dynamic Chart Example 2

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Video #24 – Pivot Table

➢ Introduction to Pivot Tables

➢ Creating a Pivot Table

➢ Formatting Pivot Table

➢ Grouping

➢ Calculated Field/Items

➢ Slicers

➢ Pivot Charts

Video #25 – Protection in Excel

➢ Worksheet Protection

➢ Workbook Protection

Video #26 – Introduction to Macros

➢ Recording Macros

➢ Absolute and Relative Cell References

➢ Introduction to the Visual Basic Editor