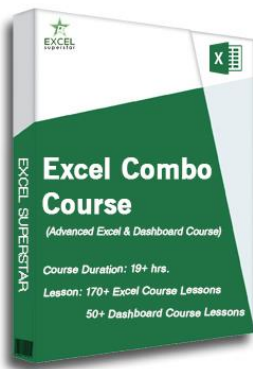




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Beginner Mode

Course Curriculum

Section 1: Excel Essentials

No.	Lan.	Topic Name	Duration
01	H	01 AutoSum function in Excel	1:38
02	H	02 Max function in Excel	2:10
03	H	03 Average function in Excel	2:28
04	H	04 CountBlank function in Excel	2:44
05	H	05 Count and Counta function in Excel	1:59
06	H	06 Status bar in Excel	1:43
07	H	07 Data Formatting in Excel	3:24
08	H	08 Autofill dates in Excel	3:11
09	H	09 Autofill numbers in Excel	4:31
10	H	10 Format Painter in Excel	2:37
11	H	11 Table Formatting in Excel	2:39
12	H	12 How to store numbers as text in 1 minute in Excel	3:06
13	H	13 Sumproduct function in Excel	3:48
14	H	14 Calculate Year on Year percentage Growth	3:14
15	H	15 Add serial numbers column before sorting in Excel	2:17
16	H	16 Format Painter Continuously in Excel	3:00
17	H	17 Color multiple sheet tab in Excel	1:37
18	E	18 Warm-up I: Key Shortcuts	10:06
19	E	19 Warm-up II: Essential formulas & application tricks – Part 1	13:45
20	E	20 Warm-up II: Essential formulas & application tricks – Part 2	12:22
21	E	21 Warm-up II: Essential formulas & application tricks – Part 3	1:52
22	E	22 Formatting Tricks - Part 1	11:26
23	E	23 Formatting Tricks - Part 2	7:45
24	E	24 Formatting Tricks - Part 3	6:51

25	E	25 Formatting Tricks - Part 4	11:09
26	E	26 Cell Referencing (\$)	3:23
27	E	27 Cell Referencing (\$)	5:39
28	E	28 Cell Referencing (\$)	4:22
29	E	29 Cell Referencing (\$)	4:34
30	E	30 Cell Referencing (\$)	2:48
31	H	31 Adding leading Zeroes in cheque number in Excel	3:22

Section 2: Dashboard Tricks

No.	Lan.	Topic Name	Duration
32	H	32 Create Drop-down in Excel in 30 seconds	3:29
33	H	33 Remove Drop-down in Excel	1:59
34	H	34 Freeze Panes in Excel	4:43
35	H	35 Activate Developer Tab in 2007-2016 in Excel	3:10
36	H	36 Dashboard Trick – Create a spin Button in Excel	4:28
37	H	37 Dashboard Trick – Create a scroll Bar in Excel	3:37
38	H	38 Hyperlinked Shortcuts in Excel	2:40

Section 3: Business Calculations

No.	Lan.	Topic Name	Duration
39	H	39 Calculate Fixed Deposit in Excel Part 1	2:20
40	H	40 Calculate Fixed Deposit in Excel Part 2	3:08
41	H	41 Roundup and Round down function in Excel	2:30
42	H	42 Round function in Excel Practical Applications	2:03
43	H	43 Round Tricks from Excel Superstar in Excel	5:26
44	H	44 Round function in Excel	3:29
45	H	45 MRound function in Excel	4:05
46	H	46 Formatting Tricks to write x3 in Excel	1:27

Section 4: Dates

No.	Lan.	Topic Name	Duration
47	E	47 Dates – Concepts, Issues & Related Formulas - Part 1	10:15
48	E	48 Dates – Concepts, Issues & Related Formulas - Part 2	17:43
49	E	49 Dates – Concepts, Issues & Related Formulas - Part 3	10:09

Section 5: Sort & Filter

No.	Lan.	Topic Name	Duration
50	H	50 Sort Data in Excel Descending order	3:05
51	H	51 Sort Data in Excel Alphabetically	1:51
52	H	52 Sort by Dates in Excel	2:04
53	H	53 Sort by Color in Excel	1:49
54	H	54 Filter Data and then Calculate Sum in Excel	3:13
55	H	55 Filter in Excel	1:54
56	H	56 Working with filtered Data in Excel	4:48
57	H	57 Number filter in Excel	3:26
58	H	58 2 level sorting in Excel	2:25
59	H	59 Subtotal function in Excel	4:47
60	E	60 Filter & SUBTOTAL formula	17:05

Section 6: Data Cleaning & Text functions

No.	Lan.	Topic Name	Duration
61	H	61 Remove Duplicates values in Excel	3:39
62	H	62 UPPER, LOWER, PROPER to change text case in Excel	2:55
63	H	63 Trim function in Excel	1:58
64	H	64 Value function in Excel	3:09
65	H	65 Len function in Excel	1:42
66	H	66 Left – Right – Mid function in Excel	4:09
67	H	67 Delete Error cells by using Go To Special in Excel	2:38
68	H	68 Excel Shortcut: Ctrl + Enter	2:02
69	H	69 Fill Intermittent Blank cells in Excel	5:07
70	H	70 Substitute function in Excel	2:59

No.	Lan.	Topic Name	Duration
71	E	71 Text Formulas I – UPPER, PROPER, LOWER, TRIM, T, N,REPT	13:03
72	E	72 Text Formulas II – SEARCH vs. FIND, LEFT-RIGHT-MID, LEN	10:41
73	E	73 Text Formulas II – SEARCH vs. FIND, LEFT-RIGHT-MID, LEN	5:49
74	E	74 Text Formulas III – REPLACE, SUBSTITUTE	7:14

Section 7: Logical Formulas

No.	Lan.	Topic Name	Duration
75	H	75 Master logical statements: True or False in Excel	3:38
76	H	76 Simple logical statement: True or False in Excel	5:14
77	H	77 Excel Logical function – AND, OR	4:26

Section 8: Lookups & Aggregation

No.	Lan.	Topic Name	Duration
78	H	78 Vlookup function in Excel Part 1	6:53
79	H	79 Vlookup function in Excel Part 2	5:41
80	H	80 Countif function in Excel Cell Counting	4:01
81	H	81 Sumif function in Excel Adding numbers	4:36
82	H	82 Averageif function in Excel	3:45

Section 9: Conditional Formatting

No.	Lan.	Topic Name	Duration
83	H	83 Color cells based on cell value in Excel	4:19
84	H	84 Color cells based on cell error or blanks in Excel	3:07

Section 10: Charts

No.	Lan.	Topic Name	Duration
85	E	85 Charts – Basic Concepts of chart	8:11
86	E	86 Basic Charts – Bar, Column, Pie	5:43

There are Excel Formulas that you must know. Most of the jobs these days require advanced Excel Skills. Pivot Table, Sheet Referencing, HLOOKUP, Vlookup and INDEX MATCH are the Powerful Formulas that you need to learn to be an expert at work. We have the Advanced Excel Course especially designed to make you an expert at MS Excel.

Intermediate Mode

Course Curriculum

Section 1: Excel Essentials

No.	Lan.	Topic Name	Duration
1	E	01 Dashboard: Grouping, Data Validation Part - 1	19:33
2	E	02 Dashboard: Grouping, Data Validation Part - 2	7:13
3	E	03 Dashboard: Grouping, Data Validation Part - 3	5:25
4	E	04 Data Validation II (Numbers, Dates, Text length)	10:24

Section 2: Credit Default Swaps

No.	Lan.	Topic Name	Duration
5	H	05 Credit Default Swaps (Out of the box Excel)	3:21

Section 3: Sort & Filter

No.	Lan.	Topic Name	Duration
6	H	06 Horizontal Sort in Excel	4:35
7	H	07 Add a blank row in Excel	3:18
8	H	08 Sort Data by Custom list in Excel	4:02
9	E	09 Multi-level Sort & Custom Sort; Color Sorting	10:52

Section 4: Data Cleaning & Text Functions

No.	Lan.	Topic Name	Duration
10	H	10 Text to Columns - Part 1	4:57
11	H	11 Text to Columns - Part 2	4:15
12	H	12 Text to Columns - Part 3	5:20
13	H	13 Text to Columns - Part 4	4:46
14	H	14 Text to Columns - Part 5	4:55
15	E	15 Joining data strings using CONCATENATE, &	11:29
16	E	16 Text to Columns – Applications, Tricks - Part 1	6:02
17	E	17 Text to Columns – Applications, Tricks - Part 2	6:34
18	E	18 Text to Columns – Applications, Tricks - Part 3	4:09
19	E	19 Find & Replace – Advanced	10:16

Section 5: Logical Formulas

No.	Lan.	Topic Name	Duration
20	H	20 IF function and Nested IF function in Excel	6:45
21	E	21 Logical formulas I: IF, AND, OR, Nested IF - Part 1	6:45
22	E	22 Logical formulas I: IF, AND, OR, Nested IF - Part 2	8:56
23	E	23 Logical formulas I: IF, AND, OR, Nested IF - Part 3	9:28
24	E	24 Logical formulas II: ISERROR, ISBLANK, ISNUMBER, ISTEXT, IFERROR	8:53

Section 6: Lookups & Aggregation

No.	Lan.	Topic Name	Duration
25	H	25 Vlookup function in Excel Part 3	7:25
26	H	26 Vlookup function in Excel Part 4	5:39
27	H	27 Vlookup function in Excel Part 5	5:52
28	H	28 Use Vlookup to find the Debtors Ageing analysis in Excel	6:31
29	H	29 I bet you wouldn't know this Vlookup trick in Excel Score Grading	5:14
30	H	30 I bet you wouldn't know this Vlookup trick in Excel Food Grading	4:00
31	H	31 Using Vlookup find Service tax in Excel	5:32
32	H	32 Excel vlookup in Multiple sheets	8:31
33	H	33 Vlookup vs. Hlookup in Excel	4:16
34	H	34 Match function in Excel Part 1	5:07
35	H	35 Match function in Excel Part 2	4:25
36	H	36 2D Lookup Vlookup and Match in Excel Part 1	6:32
37	H	37 2D Lookup Vlookup and Match in Excel Part 2	5:25
38	H	38 2D Lookup Vlookup and Match in Excel Part 3	7:50
39	H	39 2D Lookup Vlookup and Match in Excel Part 4	6:47
40	E	40 VLookup & HLookup - Concepts, Issues & Applications - Part 1	5:49
41	E	41 VLookup & HLookup - Concepts, Issues & Applications - Part 2	6:45
42	E	42 VLookup & HLookup - Concepts, Issues & Applications - Part 3	10:37
43	E	43 VLookup & HLookup - Concepts, Issues & Applications - Part 4	10:41
44	E	44 VLookup & HLookup - Concepts, Issues & Applications - Part 5	3:29

No.	Lan.	Topic Name	Duration
45	E	45 2-way Lookup – VLOOKUP with MATCH - Part 1	12:43
46	E	46 2-way Lookup – VLOOKUP with MATCH - Part 2	5:31
47	E	47 2-way Lookup – VLOOKUP with MATCH - Part 3	5:58
48	E	48 2-way Lookup – HLOOKUP with MATCH - Part 4	7:42
49	E	49 SUMIFS, COUNTIFS, Remove Duplicates - Part 1	5:34
50	E	50 SUMIFS, COUNTIFS, Remove Duplicates - Part 2	15:12
51	E	51 SUMIFS, COUNTIFS, Remove Duplicates - Part 3	6:42

Section 7: Pivot Table

No.	Lan.	Topic Name	Duration
52	H	52 Pivot Table in Excel	10:11
53	E	53 Pivot Table – Part 1	11:57
54	E	54 Pivot Table – Part 2	13:25
55	E	55 Pivot Table – Part 3	6:45
56	E	56 Pivot Table – Part 4	13:37
57	E	57 Tables	5:10

Section 8: Conditional Formatting

No.	Lan.	Topic Name	Duration
58	E	58 Conditional Formatting I (Blanks, Errors, Values, Duplicates)	10:46
59	E	59 Conditional Formatting III (Data Bars, Color Scales, Icon Sets)	6:52

Section 9: Password, Printing & Others

No.	Lan.	Topic Name	Duration
60	H	60 Hyperlinks in Excel	2:15
61	E	61 Formula Auditing techniques	7:29
62	E	62 File Security & password Protection	6:58
63	E	63 File Security & password Protection	7:48
64	E	64 Printing	17:16
65	E	65 Comments	8:34
66	E	66 Split Windows, Viewing multiple Windows	5:04
67	E	67 Hyperlinking	5:55

There are Excel Formulas that you must know. Most of the jobs these days require advanced Excel Skills. Pivot Table, Sheet Referencing, HLOOKUP, Vlookup and INDEX MATCH are the Powerful Formulas that you need to learn to be an expert at work. We have the Advanced Excel Course especially designed to make you an expert at MS Excel.

Advanced Mode

Course Curriculum

Section 1: Sort & Filter

No.	Lan.	Topic Name	Duration
1	E	01 Advanced Filter	9:28
2	E	02 Advanced Filter	5:03

Section 2: Advanced Find & Replace

No.	Lan.	Topic Name	Duration
3	H	03 Advanced Find & Replace - Part 1	8:18
4	H	04 Advanced Find & Replace - Part 2	5:00

Section 3: lookup Comparison

No.	Lan.	Topic Name	Duration
5	H	05 LOOKUP vs VLOOKUP vs HLOOKUP vs MATCH	8:49

Section 4: Ninja Shortcuts

No.	Lan.	Topic Name	Duration
6	H	06 Excel Ninja Shortcut - Part 1	5:44
7	H	07 Excel Ninja Shortcut - Part 2	5:25
8	H	08 Excel Ninja Shortcut - Part 3	5:00
9	H	09 Excel Ninja Shortcut - Part 4	4:55

Section 5: Lookups & Aggregation

No.	Lan.	Topic Name	Duration
10	H	10 Reverse 2-way Lookup – INDEX with MATCH Part 1	4:57
11	H	11 Reverse 2-way Lookup – INDEX with MATCH Part 2	6:24
12	H	12 Reverse 2-way Lookup – INDEX with MATCH Part 3	5:46
13	H	13 Microsoft Add-in Fuzzy lookup in Excel	3:59
14	E	14 Reverse 2-way Lookup – INDEX with MATCH - Part 1	14:57
15	E	15 Reverse 2-way Lookup – INDEX with MATCH - Part 2	3:35
16	E	16 Reverse 2-way Lookup – INDEX with MATCH - Part 3	5:23
17	E	17 Bonus Topic - INDIRECT()	8:13
18	E	18 Bonus Topic - OFFSET()	15:10

Section 6: Subtotal & Consolidation

No.	Lan.	Topic Name	Duration
19	E	19 Subtotal Function - Part 1	13:57
20	E	20 Subtotal Function - Part 2	7:15
21	E	21 Subtotal Function - Part 3	7:01
22	E	22 3-D Data Consolidation from same/different Workbooks - Part 1	7:45
23	E	23 3-D Data Consolidation from same/different Workbooks - Part 2	8:10

Section 7: Conditional Formatting

No.	Lan.	Topic Name	Duration
24	E	24 Conditional Formatting II (Formula-based)	11:34

Section 8: What IF Analysis

No.	Lan.	Topic Name	Duration
25	E	25 What IF Analysis – Scenario Managers	6:59
26	E	26 What IF Analysis – Goal Seek	8:11
27	E	27 What IF Analysis – Data Tables	12:28
28	E	28 What IF Analysis – Using Form Control Buttons	8:19

Section 9: Charts

No.	Lan.	Topic Name	Duration
29	E	29 Special Charts: Thermometer Charts	6:01
30	E	30 Special Charts: Multi-axis charts	6:57
31	E	31 Special Charts: Exploded Pie charts	7:21
32	E	32 Special Charts: Trend line Chart	6:42
33	E	33 Special Charts: Stacked % Column chart	5:54

Section 10: Macros Basics

No.	Lan.	Topic Name	Duration
34	E	34 Macros – Overview, Developer tab, Settings	10:41
35	E	35 Macros – Recording, Running; Using Buttons to run Macros	10:18

Section 11: Power Query

No.	Lan.	Topic Name	Duration
36	H	36 HR Survey Data – Power Query	11:19

Section 12: Power Pivot

No.	Lan.	Topic Name	Duration
37	H	37 Power Pivot Intro	8:06

Section 13: Business Writing Skill

No.	Lan.	Topic Name	Duration
38	H	38 Business Writing Skills (SCQA)	4:46

Section 14: Excel Formulas

No.	Lan.	Topic Name	Duration
39	H	39 Top 10 Excel Formulas	13:51

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GOD Mode

Course Curriculum

Section 1: God Mode Tricks

No.	Lan.	Topic Name	Duration
1	H	01 Flash fill in Excel Data Cleaning	3:01
2	H	02 Hide a sheet so that no one can easily Unhide in Excel	3:53
3	H	03 Confidential – Remove “Protect sheet” Password with Notepad	7:18
4	H	04 Confidential – Remove “Protect workbook” Password with Notepad	5:01
5	H	05 Making a text magically invisible in Excel	3:29
6	H	06 Introduction PowerBI	2:23
7	H	07 Explaining the Datasets of PowerBI	4:39
8	H	08 Importing Data in PowerBI from Excel	8:26
9	H	09 Build a Relationship between Tables	8:25
10	H	10 Connect Tables & DAX Function in PowerBI	14:47

There are Excel Formulas that you must know. Most of the jobs these days require advanced Excel Skills. Pivot Table, Sheet Referencing, HLOOKUP, Vlookup and INDEX MATCH are the Powerful Formulas that you need to learn to be an expert at work. We have the Advanced Excel Course especially designed to make you an expert at MS Excel.

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Excel Dashboard

Course Curriculum

Section 1: Introduction

No.	Lan.	Topic Name	Duration
01	E	0101 Introduction to Dashboard Course	3:08
02	E	0102 Introduction to 1st Dashboard	1:06

Section 2: 1st Dashboard using Pivot

No.	Lan.	Topic Name	Duration
03	E	0201 Understanding the Data	1:41
04	E	0202 Text Function	6:30
05	E	0203 Dynamic Data Create Table	7:16
06	E	0204 Naming the dynamic data and using it in the function	4:21
07	E	0205 Preparing 1st Pivot & updating data	5:28
08	E	0206 Classic View & Filling blank with zero in Pivot	3:46
09	E	0207 Create Chart for comparison from the Pivot	1:46
10	E	0208 Create Trend Line from the Pivot	8:18
11	E	0209 Creating Pie Chart from Slab Report from Pivot	4:50
12	E	0210 Preparing Framework for Dashboard	2:14
13	E	0211 Inserting Slicer using Chart	3:18
14	E	0212 Customize Slicer Settings	4:30

Section 3: 2nd Dashboard using Functions

No.	Lan.	Topic Name	Duration
15	E	0301 Brief on 2nd Dashboard	1:36
16	E	0302 Importing Data from the Internet	4:39
17	E	0303 Converting Line Item into a Currency Table	5:35
18	E	0304 Calculation of Currency using INDEX & MATCH	3:24
19	E	0305 Creating Slabs using Vlookup True Parameter	4:58
20	E	0306 Creating Qtrs based on Financial or Calendar Selection	4:28
21	E	0307 Preparing the base by removing duplicates for Dashboard	2:36
22	E	0308 AveragelF for calculating Country Wise Salary	2:23
23	E	0309 Substituting ERROR with zero using IFERROR	2:16
24	E	0310 Introduction to Function INDIRECT Part 1 & 2	10:13
25	E	0311 Using Function INDIRECT to Retrieve AveragelF from relevant sheet	4:03
26	E	0312 Using Function CountIF with INDIRECT to calculate No. of Emp	4:18
27	E	0313 Calculating Contribution Country wise No Of Emp	2:29
28	E	0314 Using NameRange to simplify calculation	2:48
29	E	0315 Using NameRange with formula in 2nd Dashboard	5:18
30	E	0316 Introduction to Offset Function	2:57
31	E	0317 Offset Function in Excel	4:01
32	E	0318 Using Offset Function in Dashboard	3:58
33	E	0319 Use of MINIF in Dashboard	3:14
34	E	0320 Use of MAXIF in Dashboard	2:41
35	E	0321 Using Average to get Designation Wise Experience result	3:45

36	E	0322 Using MAXIF with multiple conditions	3:26
37	E	0323 Using MINIF with multiple conditions	1:28
38	E	0324 Dynamic Dropdown List	2:06
39	E	0325 Longitude and latitude with plotting data on dashboard	3:08
40	E	0326 Using REPT Function based on the percentage calculation	2:41
41	E	0327 Activation of Developer Tab and creating Scroll Bar	4:04
42	E	0328 Inserting Trend chart based on data	4:29
43	E	0329 Advance INDEX and MATCH with multiple references	3:47
44	E	0330 Inserting Spark Line	2:26
45	E	0331 Insert World Map into the chart	1:58
46	E	0332 Plotting Data on Map Chart	5:09
47	E	0333 Controlling Map Preview from dropdown	3:39
48	E	0334 Summarizing 2nd Dashboard	3:29

Section 4: 3rd Dashboard using Functions & Macros

No.	Lan.	Topic Name	Duration
49	E	0401 Brief on 3rd Dashboards	1:24
50	E	0402 Implementation of OFFSET for dynamic data	3:45
51	E	0403 Creating Trend Chart from 2 Pivot Table	3:46
52	E	0404 Modifying the Chart Settings for better view	2:10
53	E	0405 Using Macro recording for Trend Chart 01	3:03
54	E	0406 Using macro to update pivot based on the Job Type	7:52
55	E	0407 Triggering macro with any change in sheets	2:42
56	E	0408 Creating Name Range using shortcut	3:28
57	E	0409 Use of MAXIF and MINIF with single and multiple parameters	2:38
58	E	0410 Create chart to represent multiple parameters effectively 01	2:53
59	E	0411 Create chart to represent multiple parameters effectively 02	3:44
60	E	0412 Preparing data for Spiderweb chart and change the graph setting	4:39
61	E	0413 Using macro to Hide and Unhide working sheets	6:31
62	E	0414 Inserting Trend line and formatting for better view	3:15

Section 5: Conclusion

No.	Lan.	Topic Name	Duration
63	E	0501 Conclusion of all 3 dashboard	3:25

Top 15 Tricks

- [Pivot Table](#)
- [Vlookup Formula](#)
- [Indirect Formula](#)
- [Index & Match Function](#)
- [NestedIF Function](#)
- [250+ Excel Shortcut keys](#)
- [Excel Formulas](#)
- [Text to Columns](#)
- [2D Lookup](#)
- [Flash Fill](#)
- [Excel Tricks – Remove Password](#)
- [Fuzzy lookup](#)
- [Excel Charts](#)
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