

Become an Excel expert by doing our Excel Masterclass !!!

What you'll learn...

Master Microsoft Excel from Beginner to Advanced.

- 1. Learn all about syntax, arguments and logic.**
- 2. How to create custom and nested functions.**
- 3. Learn the fastest and smartest ways of cleaning the raw data**
- 4. Create dynamic reports by mastering one of the most popular tools, Pivot Tables.**
- 5. Learn which chart/graph to use and when.**
- 6. How to automate repetitive tasks in Excel using Macros.**
- 7. Learn various 'must have' Excel shortcuts.**
- 8. Learn how to manage heavy Excel files.**
- 9. Amazing Bonus tricks that save tons of time and effort.**

This Course includes

- 1. Live ZOOM Classes**
- 2. Live #QnA Session**
- 3. Downloadable Excel Files and Real-Life projects for Practice**

Course Curriculum

1. EXCEL FROM SCRATCH

Touring the interface

Enter data & saving the workbook

Applying Formulas

Changing a worksheet's structure

Find, Replace & Spell Check

Applying fonts, background colors, and borders

Formatting numbers and dates

Making the pieces fit

Inserting headers & footers and Repeating Rows

Managing Large Workbooks

Quiz 1

2. EXCEL ESSENTIALS

Formula Writing (Don't Miss This)

Exercise of Formula Writing (Don't Miss This)

Excel Files for practice(Please Download)

Quiz 2

3. SUM COUNT AVERAGE FUNCTIONALITY (WITH CONDITIONS)

Sumif & Sumifs

Exercise of Sumif & Sumifs

Count Functions

Exercise of Count Functions

Averagelf & Averagelfs

Exercise of Averagelf & Averagelfs

Excel files for practice (Please Download)

4. TEXT FUNCTIONS (MANIPULATING TEXT)

Change Case (Upper, Lower, Proper)

Exercise of Change Case (Upper, Lower, Proper)

Separating Text on Symmetrical Data

Exercise of Separating Text on Symmetrical Data

Separating Text on Non-Symmetrical Data

Exercise of Separating Text on Non-Symmetrical Data

Excel Files for Practice (Please Download)

5. LOGICAL FUNCTIONS (WORKING WITH CONDITIONS)

If Functionality

Ex IF Functionality

If with AND

Ex If with AND

If with OR

Ex If with OR

If with AND & OR, IF with Countif

Ex If with AND & OR

Nested If (A Genie with 3 wishes)

Ex Nested If

Excel Files for Practice(Please Download)

6. LOOKUP FUNCTIONALITY (BURN SIMPLE FIND TECHNIQUE)

Vlookup (Exact Match) # 1

Exercise Vlookup (Exact Match) # 1

Type of References (Use of \$ Sign)

Vlookup (Exact Match) # 2

Exercise Vlookup (Exact Match) #2

Double Vlookup

Exercise Double Vlookup

Vlookup on Duplicate Values

Exercise Vlookup on Duplicate Values

Vlookup (Approximate Match)

Exercise Vlookup (Approximate Match)

Vlookup with IF (Conditional Vlookup)

Exercise Vlookup with IF (Conditional Vlookup)

Hlookup (Exact Match)

Exercise Hlookup (Exact Match)

Hlookup (Approximate Match)

Exercise Hlookup (Approximate Match)

Lookup (Don't Use This)

Exercise Lookup (Don't Use This)

Vlookup & Match (Create magical Vlookup)

Exercise Vlookup & Match (Create a Magical Vlookup)

Match (Gives us Column & Row Number)

Exercise Match (Gives us Column & Row Number)

Index & Match (Made for each other)

Exercise number 1 of Index & Match (Made for each other)

Exercise number 2 of Index & Match (Made for each other)

Excel Files for Practice (Please Download)

7. DATE & TIME FUNCTION (A TRICKY GAME)

How Excel Records Date & Time

Now, Today & Autofill

Date Value & TimeValue

Calculate Working Days

Dated If

Excel Files for Practice (Please Download)

8. FINANCIAL FUNCTIONS (USEFUL FOR NON-FINANCE GUYS TOO)

Loan Calculation (PMT, PPMT, IPMT etc.)

Ex Loan Calculation (PMT, PPMT, IPMT etc.)

Creating a Loan Table

Ex Creating a Loan Table

Calculate Depreciation

Ex Calculate Depreciation

Excel Files for practice (Please Download)

9. SORT & FILTER (COMMON FOR ALL)

Basic Sorting & Shortcut keys

Ex Basic Sorting & Shortcut Keys

Sorting Using Custom List

Ex Sorting Using Custom List

Horizontal Sorting

Ex Horizontal Sorting

Basic Filter & Shortcut Keys

Ex Basic Filter & Shortcut Keys

Filter Problem # 1 (Copy Filtered Data without hidden rows)

Ex Filter Problem # 1 (Copy Filtered Data without hidden Rows)

Filter Problem # 2 (Pasting Values on Filtered Data)

Ex Filter Problem # 2 (Pasting Values on Filtered Data)

Filter Problem # 3 (Performing Calculation on Filtered Data)

Ex Filter Problem # 3 (Perform Calculations on Filtered Data)

Advanced Filter (Using Complex Criteria)

Ex Advanced Filter (Using Complex Criteria)

Excel Files for Practice (Please Download)

10 EXCEL CHARTS (ITS TIME FOR VISUAL PRESENTATION)

1. Excel Charts Introduction

2 How to Create a Chart

3 Link a Chart Title

4 How to Show Axis Title

5 How to Show Data Label

6 Column Chart

7 Bar Chart

8 Line Chart 1

9 Line Chart 2

10 Area Chart

11 Pie Chart

12 Pie of Pie or Bar of Pie

13 Line Chart with Log Scale

14 Bubble Chart

15 Selecting Chart Elements

16 Use of Format Dialog box

17 Modifying Chart & Plot Area

18 Modifying Data Series

19 How to handle Missing Data

20 Modifying 3-D Charts

21 Creating Chart Templates

22 Creating Picture Charts

23 Creating a Combination of upto 5 Different Charts

24 Show data with the chart in Data Table

25 Play with the Design & Layout of the Chart

Excel Files for Practice (Please Download)

11 DATA CONSOLIDATION (MULTIPLE WORKBOOKS WORKSHEETS)

Consolidate Data using Excel Inbuilt Function

Ex Consolidate data using Excel Inbuilt Function

Excel Files for Practice (Please Download)

12 DATA VALIDATION

Applying Data Validation

Ex Applying Data validation

Dependent Dropdown List

Ex Dependent Dropdown List

Using Data Validation with Vlookup & Match

Other Data Validation Examples

Excel Files for Practice (Please Download)

13 PROTECTION OF WORKSHEET WORKBOOK

Worksheet Level Protection

Ex Worksheet Level Protection

Cell Level Protection

Ex Cell Level Protection

Hiding Formulas from Formula Bar

Ex Hiding Formulas from Formula Bar

Protecting Workbook Structure

Ex Protecting Workbook Structure

Workbook Level Protection

Ex Workbook Level Protection

Excel Files for Practice (Please Download)

14 PIVOT TABLE & TECHNIQUES

Understanding pivot Table

Using Pivot Table in Real Scenario

Ex Using Pivot Table in Real Scenario

Grouping in Pivot Table

Ex Grouping in Pivot Table

Using Slicers (A Visually attractive Filter)

Ex Using Slicers (A Visually attractive Filter)

Excel Files for Practice (Please Download)

15 WHAT-IF ANALYSIS & SOLVER ADD-IN

Goal Seek (A Reverse Approach)

Ex Goal Seek (A Reverse Approach)

One-Way Data Table

Two-Way Data Table

Scenario Manager

Solver Add-In

Excel Files for Practice (Please Download)

16 AUTOMATION IN EXCEL (MACROS)

Record your first Macro

Record Another Macro

Assigning Macros to a Shape, Button, Picture

Editing or Deleting a Macro

Security Settings of a Macro

Excel Files for Practice (Please Download)

17. New Video Tutorials

***How to create a Map Chart in Excel**

***How to use the Forecast sheet in Excel**

***Excel Files for Practice (Please Download)**

18. New Chapter - Conditional Formatting

***Highlight cells rules**

***Top Bottom Rules**

***Data Bars**

***Color Scales**

***Icon Sets**

***Function based Conditional Formatting**

***Exercise files for practice (please download)**

19. Bonus Videos (In Hindi)

***Why my excel file size is huge and how to reduce Excel file size**

***Problem of unwanted names when we create a copy of the sheet in Excel**

***New chart types in Excel 2019/Office 365 || Map Chart || Funnel Chart**

***How do you change the number format in Excel?**

Types of Errors in Excel and How to resolve them

Excel Files for Practice (Please Download)