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## COURSE OUTLINE

# MASTER EXCEL

## *Step by Step*

An easy to follow, step by step course to help you  
build rock solid skills in Excel

Learning Excel can be quite overwhelming, there are hundreds of formulas, dozens of tools and utilities built into Excel

The big question is that how do you master all of that?

## My motto is to teach excel in a simple and most effective way

So that you are able to acquire rock solid Excel skills to

1. Impress your boss,
2. Save a ton of time in your daily work,
3. Get promoted or
4. Even find new work opportunities

and for doing that I have logically divided the course into 2 broad categories...

### Course Overview



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#### EXCEL ESSENTIALS

*7 Modules + 3 Intervention Videos*



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#### EXCEL ADVANTAGE

*6 Modules + 1 Intervention Video*

“ **50% of Excel** that will help you become awesome at **80% of your everyday work**

“ **50% of Excel** that will make you awesome at handling **20% of complex scenarios**

### How is the Course Structured ?

This is a 100% online program having multiple HD video lessons + post lesson resources. In order to make the learning effective here is how each module is structured

- **Downloadable HD Videos** – All concepts (*formulas, tools, tricks etc..*) are explained in a simple to understand manner and you can also download these videos for future reference
- **Downloadable Worksheets** – All cases that I use in the videos can be downloaded for further practice
- **Quizzes and Games + Supplementary Reading** – Post the videos I have included games and quizzes (along with solutions) for you to gain hands on practice

# Part 1 - Excel Essentials

7 Modules + 3 Intervention Videos

*Contains the most important elements of Excel that you need for developing high productivity and create impactful spreadsheets at work!*

## MODULE 1 : SPEED BOOSTERS

In this module we cover some common productivity mistakes that people make while using Excel and learn some new techniques and shortcuts to enhance your speed while working with Excel

- Chapter 1) **How to learn Excel Shortcuts**
  - Why is it not a good idea to know all the shortcuts
  - Tricks to practice and learn shortcuts

### QUIZ TIME – Key board shortcuts

- Chapter 2) **Editing Tricks in Excel**
  - Cut Paste shortcuts
  - Auto Sum Tricks
  - Copy data across rows and columns quickly
  - Cell modes
- Chapter 3) **Navigation Tricks in Excel**
  - New Window Feature – navigate faster when you have multiple sheets
  - Watch Window – keep a track of critical cells in your report when input changes
- Chapter 4) **Paste Special Tricks**
  - Standard paste special operations
  - Paste Special math operators
  - Transpose data

### PROBLEM CASE – Custom Formatting

- Chapter 5) **Custom Formatting**
  - What is custom formatting
  - Custom formatting thumb rules
  - How to write custom formatting codes
- Chapter 6) **Custom Formatting Variations**
  - Thumb rules
  - Code changes with variations
  - More examples explained
- Chapter 5) **Cell Referencing** – The foundation of writing good formulas
  - Absolute Referencing Case
  - Mixed Referencing Case

## MODULE 2 : APPLYING LOGICAL FORMULAS

In this Module you'll learn to work with logical statements in Excel. We will take a look at multiple problems and how can you solve them by using different logical approaches

- Chapter 1) **How IF works ?**
- Chapter 2) **How the Nested IF works?**
- Chapter 3) **How AND works?**

### PROBLEM CASE – 3 Questions

- IF & Nested IF
- Combination of Nested IF + AND
- Boolean Logic

### QUIZ TIME

- Chapter 4) **Solution to Problem**
- Chapter 5) **How to avoid errors**
- Chapter 6) **Smart Formulas – Avoid using IF Case 1**
- Chapter 7) **Smart Formulas – Avoid using IF Case 2**
- Chapter 8) **How the CHOOSE Function works**
- Chapter 9) **Conditional Formulas SUMIF/COUNTIF**
- Chapter 10) **SUMIF and COUNTIF tricks**
  - Approximate matching
  - OR based logic

QUICK INTERVENTION VIDEO : at the end of this module



**How to Debug Formulas at different levels and correct errors**

## MODULE 3 : APPLYING SIMPLE TO COMPLEX LOOKUPS

In this Module you'll learn everything about lookups right from simple lookups to building heavy duty advanced lookups using a combination of lookup functions

- Chapter 1) **Let's start with Basic VLOOKUP**
  - Learn VLOOKUP right from scratch
  - Dos and Don'ts
- Chapter 2) **Common Errors with VLOOKUP**
  - 3 Common errors to avoid
- Chapter 3) **How to Make your VLOOKUP Robust ?**
  - Make your formula more sophisticated
  - Adding Tables for auto expansion
  - Adding column automation
- Chapter 4) **Match Function in Excel**

### QUIZ TIME – On Match Function

- Chapter 5) **VLOOKUP Tricks (Approximate Match)**
- Chapter 6) **Learn how the INDEX works**

## MODULE 4 : HANDLING DATE AND TIME

In this Module you'll learn the logic of how Date and Time work in Excel. We'll then look at some of the typical problems that most users face while working with dates

- Chapter 1) **Mystery of Date and Time in Excel**
  - How Date and Time work
  - Date and time formats
  - Date and time shortcuts

### QUIZ TIME – On Dates

- Chapter 2) **EDATE and EOMONTH Functions**
  - To get a backdate / future date
- Chapter 3) **DAY, MONTH, YEAR Functions**
  - To separate day, month and year from the date
- Chapter 4) **DATE Function**
  - To combine day, month and year to form a date

### SUPPLEMENTARY READING - on Dates

- 4 Custom Date Formats
- Readymade date formulas
- Date hacks + tricks

## MODULE 5 : CLEANING AND MANAGING DATA

In this Module you'll learn how to clean your data before you start your analysis. Additionally you'll also learn some advanced applications of Excel's built in Sort and Filter tools

- Chapter 1) **How to Filter Data in Excel**
  - Filter Tricks and Tips
  - Shortcuts & Efficiency
- Chapter 2) **Sorting Data in Excel**
  - Sorting Tricks
  - Custom Sorting
- Chapter 3) **Advanced Filter in Excel**
  - How Advanced filter works
  - Filter by more complex criteria

### GAME – Counting Zeros

- Chapter 5) **Game Solution + GO TO Special Box**
  - How to select cells with different data types
- Chapter 6) **Applying Text Functions to Columns to clean data**
  - LEFT MID & RIGHT Function application
  - REPLACE & SUBSTITUTE application
  - TEXT Function application
- Chapter 7) **Text to Columns to parse data**

QUICK INTERVENTION VIDEO : at the end of this module



**Make a Dashboard in 15 Mins  
Using Filter**

## MODULE 6 : DATA ANALYSIS TECHNIQUES

In this Module you'll learn different excel features that can help you perform robust analysis of your data. We will learn Pivot Tables in depth and create more advanced formulas

- Chapter 1) **Excel Tables**
  - What are tables
  - Benefits of using tables while working with data
- Chapter 2) **Writing Formulas – Structured Referencing**
  - How formulas work in Tables
- Chapter 3) **Getting Started with Pivot Tables**
  - Pivot Table pre-work
  - Pivot Table Shortcuts
  - Pivot Table Options in Excel

### SUPPLEMENTARY READING – On Pivot Tables

- [Pivot Table Time Saving Tricks](#)
- [Turning off GET PIVOTDATA](#)
- Chapter 4) **Pivot Table Calculations**
  - Doing Calculations in Pivot Tables Part 1
  - Doing Calculations in Pivot Tables Part 2
- Chapter 5) **Pivot Charts and Slicers**

### SUPPLEMENTARY READING – Slicers

- [Learn Slicers](#)
- [Slicer Formatting Tricks – to make them look sexy](#)
- Chapter 6) **Timelines in Pivot Tables**

QUICK INTERVENTION VIDEO : at the end of this module



**Make a Sales Dashboard  
using Pivot Tables**

## MODULE 7 : DATA PRESENTATION TECHNIQUES

In this Module you'll learn how to present your data better. I will teach you to format your charts so that they communicate information better and look stunning

GAME – Pick up the right chart !

- To test your chart selection skills
- Score interpretation

PRESENTATION – Pledge on never making 3D / Pie Charts ever again!

- Chapter 1) **Chart Tools + Productivity Hacks**
- Chapter 2) **Chart formatting fundamentals**
- Chapter 3) **Creating 5 Types of Dynamic Charts**
  - Highlight any data series
  - Customizing markers
  - Data Validation Drop downs as switches
  - REPT function Chart
  - Highlight MIN MAX Points
- Chapter 4) **Conditional Formatting**
  - Doing simple built in conditional formatting

PROBLEM CASE – Advanced Conditional Formatting + Solutions

- Chapter 5) **Data Validation + Applications**

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End of Part 1 – Excel Essentials



## Part 2 - Excel Advantage

6 Modules + 1 Intervention Video

*Contains more sophisticated elements of Excel that will give you an extra edge while performing more complicated tasks in Excel.*

### MODULE 8 : Getting Started with VBA Macros

This module is about familiarizing you with Macros. We cover the basics + how and where the macros get recorded. This module would give you fair amount of skills to automate simple and repetitive tasks in Excel

- Chapter 1) **Learning Fundamentals of VBA**
  - What is VBA
  - Activating VBA Environment
  - How to Record a Macro
  - Exploring the VB Environment
- Chapter 2) **Learning to record Macros**
  - Using Excel's Macro Recorder
  - Dos and Don'ts of recording macros
  - How to Store Macros + Macro Security Options

### APPLICATION CASE – Automating Filter using Advanced Filter

- Case on how to record meaningful macros that filter data automatically

QUICK INTERVENTION VIDEO : at the end of this module



**Create a Dashboard with Advanced Filter  
Using Macros**

## MODULE 9 : ADVANCED USAGE OF LOOKUP FUNCTIONS

In this module we deal with more complex lookup scenarios and how can you use advanced functions like SUMPRODUCT, INDEX, OFFSET and MATCH to pull up records

- Chapter 1) **2 Advanced Applications of INDEX Function**
  - Pulling up entire row records
  - Creating a dynamic range using Index + applications
- Chapter 2) **The OFFSET Function**
  - Offset Basic
  - Offset Advanced
- Chapter 3) **2 Advanced Applications of the OFFSET Function**
  - Pulling up entire row records
  - Creating a dynamic range using OFFSET + applications
- Chapter 4) **Creating multiple criteria Lookups**
  - 2 Way Lookups
  - 3 Way Lookups
- Chapter 5) **Performing Faster VLOOKUP on very large data**
- Chapter 6) **The SUMPRODUCT Function + Applications**

## MODULE 10 : ADVANCED CHARTING TECHNIQUES

In this module we will explore some advanced charting tricks. These tricks will help you create more interactive spreadsheets for getting that “wow” factor

- Chapter 1) **How to work with FORM CONTROLS + Applications**
  - Combo Box
  - Check Box
  - Spin Button
  - List Box
  - Option Button
  - Scroll Bar
  - Group Box
- Chapter 2) **How to Plot Cities on a Map**
- Chapter 3) **Advanced Target Charts**
  - Common Target Values
  - Unique Target Values
- Chapter 4) **Bubble Charts with Scrollbars** (4 Step Video)

## MODULE 11 : ARRAY FORMULAS

In this module you'll learn the fundamentals of array formulas, how they work and some common examples of array formulas

- Chapter 1) **Array Formula Basics**
  - What is an Array Formula & how is it different from a normal formula ?
  - Some ground rules for Array Formulas
  - Auditing Array Formulas
  - Excel's Built in Array Formulas
- Chapter 2) **Application of Array Formulas**
  - Array Formula Case Study 1
  - Array Formula Case Study 2
  - Array Formula Case Study 3

## MODULE 12 : ADVANCED PIVOT TABLE CONCEPTS

We are going to look at some advanced capabilities and some uncommon nuances of working with Pivot Tables

- Chapter 1) **Indian Quarter Calculations**
- Chapter 2) **Creating a single pivot for multiple data sources**
  - Learning DATA MODELS Feature of Excel 2013
  - DATA MODELS calculations
- Chapter 3) **Using Slicers without Pivot Tables**
  - For adding more interactivity to the spreadsheets
- Chapter 4) **Date Grouping Problems with multiple Pivot Tables**
  - Understand Pivot Table Cache
  - Solving the Problem + Pros & Cons
- Chapter 4) **Consolidating Data from Multiple Sheets using Microsoft Query**

## MODULE 13 : MISCELLANEOUS EXCEL TOOLS

In this Module we'll speak about some advanced features of Excel and how to make use of them

- Chapter 1) **Advance Scenario Analysis**
  - Using Goal Seek
  - Data Tables (How it works + applications) – 2 way and 1 way Data Tables
- Chapter 2) **Protecting your sheet /file in Excel**



*I am your Instructor !*

**Hi, my name is Chandeeep!** I am assuming that you already know me through my blog. But if you are new around here, let me give you some quick listicles about me

- I stay in Gurgaon in India
- I used to work as a Financial Analyst for an Investment Bank in Mumbai (India). Back in December 2013 I quit my full time job to start Goodly
- Being an Analyst, Excel and PowerPoint were the 2 tools that I became really good at and Goodly is all about teaching people how to use these tools effectively
- I now run a blog ([www.goodly.co.in](http://www.goodly.co.in)) and do live and online training workshops on MS Excel and PowerPoint Presentations

Over the last 3 years I have trained over 2000 professionals in various topics in Excel, right from Functional Excel to creating Business Intelligence Dashboards, VBA Macros, Financial Modelling and usage of PowerPivot

I have meticulously created this course to help you build rock solid Excel skills. Since it is an online training program you can finish it on your own pace and convenience

*looking forward to seeing you inside!*

**Have more questions?**

Shoot me an email – [goodly.wordpress@gmail.com](mailto:goodly.wordpress@gmail.com)