

# COURSE OUTLINE

<b>Program Name:</b>	Advanced Excel - Level 1			
<b>Level:</b>	Beginner to Intermediate			
<b>Duration:</b>	6.5 effective hrs			
<b>Learning Material:</b>	Datasets based case studies, PDF and YouTube videos from our channel for revision			
<b>Delivery Style:</b>	Hands-on practice (Demo -> Practice side-by-side)			
	First, show a demo with the problem statement and solution.			
	Then, slow down the pace to let people practice alongwith the Instructor.			
<b>Software App:</b>	MS Excel			
<b>Who is this program for?</b>	This program is for Excel Beginners. They will get a good understanding of the essential concepts of commonly used shortcuts, lookup formulas, logical formulas, conditional aggregations, Pivot Table, data cleaning techniques, and date calculations.			
<b>Objectives:</b>	This program aims to help users get comfortable in the day-to-day Excel operations of data analysis, data cleaning, and reporting.			
<b>Pre-Training Work:</b>	10-to-20 mins video from our YouTube channel or eLearning portal			
	<i>D = Demo, and P = Practice</i>			
	<i>* means - discussion based on time availability &amp; audience understanding</i>			
<b>Course Outline</b>				
<b>A</b>	<b>Essentials</b>	<b>Activity</b>	<b>Mins</b>	
1	Datasets - Navigation & Selection	P	10	
2	Using absolute and relative referencing - \$A\$1 vs \$A1 vs A\$1	P	12	
3	Always use SUBTOTAL() on Filtered data for sum, average, etc.	D	5	
4	Create a basic drop-down list ('Data Validation')	P	5	
<b>B</b>	<b>Data Cleaning - Part 1</b>	<b>Activity</b>	<b>Mins</b>	
1	Basics - Text to Columns, Find & Replace, Paste Special - Value	D	10	
2	Fill blank cells using Go To (Special) & Ctrl+Enter	P	10	
3	Detect formula inconsistencies using Go To (Special)	P*	10	
4	Use wildcard character asterisk (*) with Find & Replace - *_ vs *_	P	10	
5	Use FlashFill to clean data based on sample data patterns	P	8	
6	Retain zeroes before nos. after splitting the data using Text to Columns	P	3	
7	Project - FlashFill, SUBSTITUTE, Paste Special - Value, Text to Columns	P	15	

C Basics of VLOOKUP			Activity	Mins
<b>Note: This section can be skipped if "ALL" the learners know this topic.</b>				
1	Basics of VLOOKUP		P	10
2	- Lookup value or ID in the 1st column		P	
3	- Using \$ to lock table_range (\$)		P	
4	- 0 or FALSE for exact match		P	
5	- Inter-sheet or Inter-workbook VLOOKUP		P	
6	Lookup_value to be in the same format as the IDs in the table		P	10
7	Cleanup solution - Text to Columns		P	
D Beyond Basics of VLOOKUP			Activity	Mins
1	What's the use case of using - TRUE parameter inside VLOOKUP? (Slabs for Dates, Nos. and avoids complex nested IFs)		P	15
2	Using VLOOKUP with MATCH to pull data out from a 2D pivoted table		P	20
3	INDEX with MATCH vs. VLOOKUP - looking data on the left side		P	25
E Aggregation			Activity	Mins
1	Basics - SUMIF vs SUMIFS, COUNTIFS		P	10
2	Using \$ and choosing correct ranges (same height)		P	5
3	Create a cell-based date range criteria with >= and <= and &		P	10
F Logical			Activity	Mins
1	Logical means TRUE / FALSE or Boolean values (TRUE = 1 & FALSE = 0)		P	3
2	Writing simple logical formula without using IF		P	3
3	IF, AND, OR, IFERROR		P	10
4	Combine AND/OR with IF		P	5
G Pivot Table			Activity	Mins
<b>Pivot Table UI:</b>				
1	Dataset pre-requisite - Headers		P	2
2	Understand layout - Classic view; Row, Column, Value and Filter fields		P	5
<b>Pivot Table dashboard tricks:</b>				
3	Create interactive visual filter using Slicer (interactive visual filter)		P	5
4	Conditional Formatting trick - heatmap / color scales & data bar		P	5
5	Conditional Formatting trick - "Applying formatting rule..."		P	5
6	Sparklines (in-cell trendline chart)		P	5
7	PivotChart Shortcut (F11)		P	5
<b>Pivot Table Analytics:</b>				
8	Using Value field for calculations (sum, average, %)		P	5
9	Grouping - Dates in Years, Months, etc., Numbers		P	5
10	Grouping - Numbers in slabs such as 1-100, 101-200, etc.		P	5
11	Double-click to drill down details in a new sheet		P	2

	<b>Pivot Table formatting &amp; setup options:</b>			
12	Sorting - from right-click options	P	2	
13	Re-order column headers - from right-click options	P	2	
	<b>Updating Pivot Table:</b>			
14	Change Data Source - to update additional rows / columns	P	2	
15	Using Table format (Ctrl T) - to auto-update additional rows/columns	P	3	
16	Refresh - to refresh updated values in the existing dataset	P	2	
	<b>Essential Settings:</b>			
17	Disable =GETPIVOTDATA() formula	P*	2	
18	Show items with no data	P*	3	
19	For empty cells show zero	P*	2	
<b>H</b>	<b>Essential Date Calculations</b>	<b>Activity</b>	<b>Mins</b>	
1	Concept - How is a date stored in Excel?	P	5	
2	Concept - Why is every valid date a number? And, how to interpret it?	P	3	
3	Using Text to Columns to rectify dates (e.g., 22.08.2022)	P	5	
4	EDATE() - Calculating expiry date. E.g. 3 months contract	P	5	
5	EOMONTH() - Calculating 10th of next month for due dates.	P	3	
6	TEXT() - Extract day ("ddd") from a date. E.g. Sun, Mon...	P	3	
7	Overview - DATE, DAY, MONTH, YEAR, WEEKDAY	D	2	
<b>I</b>	<b>Data Cleaning - Part 2</b>	<b>Activity</b>	<b>Mins</b>	
1	LEFT, RIGHT, MID - Extracted numbers are stored as text. Use VALUE	P	10	
2	MID with SEARCH	P	8	
3	Overview - TRIM, LEN, UPPER, PROPER	D	2	
<b>J</b>	<b>QnA &amp; Case studies practice</b>	<b>Activity</b>	<b>Mins</b>	
1	QnA & Case studies practice	P*	45	
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