

## COURSE OUTLINE

<b>Program Name:</b>	Advanced Excel - Level 2			
<b>Level:</b>	Intermediate to Advanced			
<b>Duration:</b>	3.5 - 6.5 effective hrs (depending on Section A)			
<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 NOT for an Excel Beginners. Program attendees must have a good working knowledge of -			
	(a) Filter, Pivot Table, \$			
	(b) VLOOKUP, MATCH, INDEX, SUMIFS & COUNTIFS			
<b>Objectives:</b>	This program aims to help the learners learn more advanced technique of report consolidation, lookups, dataset re-structuring, and basic VBA Macros. The learners must know the topics of - Advanced Excel - Level 1.			
<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>Recap of Advanced Excel - Level 1 [OPTIONAL / VARIABLE]</b>	<b>Activity</b>	<b>Mins</b>	
1	The duration of this will vary based on the current skill level of the learners group.			
<b>B</b>	<b>Advanced Lookups</b>	<b>Activity</b>	<b>Mins</b>	
1	Using INDIRECT with VLOOKUP to pull data from multiple sheets	P	25	
2	Using COUNTIFS to calculate running count based on any primary key. (Used for developing VLOOKUP models for datasets with duplicate entries)	P	20	
<b>C</b>	<b>Advanced Pivot Table</b>	<b>Activity</b>	<b>Mins</b>	
<b>Role of Excel's Power Query in Pivot Table - common use cases:</b>				
1	- UnPivot Column(s) - Convert cross-tab data set into flat file	P	15	
2	- Split Column's data - to Rows (vertically)	P	15	
3	Slicer Settings - Connections, Formatting (no. of columns, color, border)	P	15	
4	Creating 100s of worksheets based on a column-category in seconds	P	5	
5	Topics for next-level of learning (Excel's Power Query)	D	15	

D VBA Macros for partial automation (non-coders approach)			Activity	Mins
1	Activate Developer Tab		P	5
2	Basics of UI of code window and Macros record/run		P	10
3	Basics of a VBA code's anatomy - SubRoutine start/end, Dim, Comments; UDF		P	10
4	Searching Google for readymade codes - "VBA Code to [verb] [object] [addl. logic]"		P	10
5	Basic DOs & DONTs while searching for VBA codes on Google		P	5
6	Using the Google code to copy-paste-run and get work done		P	10
7	Exercise: Create an index of links to worksheets		P	15
8	Exercise: Split a table in multiple sheets based on filter		P	15
9	Exercise: Extract comments from multiple cells (UDF)		P	10
10	Topics for next-level of learning		D	10
11	Saving a file with Macros (XLSM)		P	2
12	Post-Session revision exercise (18-mins video): <a href="http://www.youtube.com/watch?v=qwjg62o1nKM">www.youtube.com/watch?v=qwjg62o1nKM</a>		D	2
F QnA & Extra case studies			Activity	Mins
1	Questions related to the day to day work		p*	
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