

Advanced Excel Course Outline (30 Lectures × 45 min)

Excel Interface & Basics Refresher (Lectures 1-3)

- Lecture 1: Excel Interface Overview, Navigation, Keyboard Shortcuts
- Lecture 2: Customizing Ribbon, Quick Access Toolbar, AutoCorrect
- Lecture 3: Data Entry Techniques, Formatting Cells & Worksheets

Advanced Formulas & Functions (Lectures 4-9)

- Lecture 4: Logical Functions – IF, AND, OR, IFERROR, Nested IF
- Lecture 5: Lookup Functions – VLOOKUP, HLOOKUP, INDEX, MATCH
- Lecture 6: Math & Statistical Functions – SUMIFS, COUNTIFS, AVERAGEIFS
- Lecture 7: Financial Functions – NPV, IRR, PMT, XIRR, XNPV
- Lecture 8: Text Functions – CONCATENATE, LEFT, RIGHT, MID, TRIM
- Lecture 9: Date & Time Functions – TODAY, NOW, EOMONTH, NETWORKDAYS

Data Validation & What-If Analysis (Lectures 10-12)

- Lecture 10: Data Validation – Dynamic Dropdowns, Custom Formulas
- Lecture 11: What-If Analysis – Goal Seek, Scenario Manager, Data Tables
- Lecture 12: Solver Add-in for Optimization Problems

Conditional Formatting & Protection (Lectures 13-14)

- Lecture 13: Advanced Conditional Formatting Techniques
- Lecture 14: Worksheet and Workbook Protection, Password Security

Pivot Tables & Pivot Charts (Lectures 15-18)

- Lecture 15: Creating and Customizing Pivot Tables
- Lecture 16: Grouping Data, Calculated Fields and Items
- Lecture 17: Using Slicers and Timelines
- Lecture 18: Pivot Charts and Dashboards Introduction

Data Tools & Power Query (Lectures 19-21)

- Lecture 19: Sorting, Filtering, Advanced Filters
- Lecture 20: Using Text to Columns, Remove Duplicates, Consolidate
- Lecture 21: Introduction to Power Query for Data Transformation

Data Visualization & Dashboards (Lectures 22-24)

- Lecture 22: Chart Types – Combo, Waterfall, Tree Map, Box and Whisker
- Lecture 23: Creating Interactive Dashboards with Slicers, Sparklines
- Lecture 24: Dynamic Charts and Dashboard Best Practices

Macros & VBA Introduction (Lectures 25-27)

- Lecture 25: Recording Macros and Understanding VBA Editor
- Lecture 26: Writing Simple VBA Code for Automation
- Lecture 27: Debugging and Editing Macros

Collaboration & Advanced Tips (Lectures 28-30)

- Lecture 28: Linking Worksheets & Workbooks, Using Indirect References
- Lecture 29: Excel Integration with Microsoft Power BI and Power Pivot Basics
- Lecture 30: Best Practices, Tips & Tricks, and Real-world Use Cases

Drushiti Udayan