

MODULES	LESSONS
1) Getting Started	Lesson 1 - Major two settings in Excel
	Lesson 2 - Structure of the working area
	Lesson 3 - Customizing Ribbon & Implimentation
	Lesson 4 - Worksheet & Cells Navigation
	Lesson 5 - What is Name Box & Active Cell
	Lesson 6 - Dialog Box & Task Panes
	Lesson 7 - Data Entry & Editing
	Lesson 8 - Data Modification in Cell
	Lesson 7 - Anatomy of Excel Shortcuts
2) Excel Essentails	Lesson 8 - Repositioning Trick
	Lesson 9 - Accessing Formatting Tools
	Lesson 10 - Format Painter & Its Tricks
	Lesson 11 - Selecting a cell and Range
	Lesson 12 - Past Special and its Sub-tools
	Lesson 13 - Find & Replace with Advance level options
	Lesson 14 - Inserting/Modifying Comments
	Lesson 15 - Quick Analysis Tool Bar
3) Managing Worksheets/Tabs	Lesson 16 - Navigating through worksheets
	Lesson 17 - Changing worksheets name & color
	Lesson 18 - Adding/Deleting worksheets
	Lesson 19 - Moving/Copying Worksheets
	Lesson 20 - Comparing Worksheets Side by Side
	Lesson 21 - Splitting Worksheets into Panes

	Lesson 22- Freezing Panes/Top Row/First Column
4) AutoFill- Custom List- Table	Lesson 23- What is an AutoFill
	Lesson 24- Custom List with Different case studies
	Lesson 25- Flash Fill & Its Settings
	Lesson 26- Creating an Excel Table
	Lesson 27- Table Features
	Lesson 28- Table Tools & Properties
	Lesson 29- Table Style Operations
	Lesson 30- Table Slicers- Filtering - Settings
5) Excel Formulas & what to be aware of	Lesson 31- Differnt B/w Formual & Function in Excel ?
	Lesson 32- List of operators in Formula
	Lesson 33- Writing an Excel Formula
	Lesson 34- Editing a Formula
	Lesson 35- Copy/Paste a Formula
	Lesson 36- Hide/Unhide Formulas in Excel & Go to Special
	Lesson 37- Absolute/Relative/Mixed reference
	Lesson 38- Formula auditing & debugging
6) Logical Formulas	Lesson 39- What is Logical Function in Excel
	Lesson 40- AND Function
	Lesson 41- OR Function
	Lesson 42- What IF Analysis
	Lesson 43- IF with AND - OR - NOT Functions
	Lesson 44- SUMIF & COUNTIF Function

	Lesson 45- Nested IF Function
	Lesson 46- Types of Errors in Excel & Why ?
	Lesson 47- IFERROR function
	Lesson 48- SUMIFS & COUNTIFS
	Lesson 49- IF with absolute/relative/mixed reference
7) Data Analysis & Validation	Lesson 50- Data Validation - Introduction
	Lesson 51- Validation Criteria
	Lesson 52- Drop Down List (Short/Long)
	Lesson 53- Input Message Settings
	Lesson 54- Error Alert Setting with 3 Different Alert Modes
	Lesson 55- Customizing Error Messages
	Lesson 56- Circle Invalid Entries
	Lesson 57- Customise the Formula under Data Validation
	Lesson 58- Dependent Dropdown List
	Lesson 59- Prevent & Removal of Duplication
8) Quick & Dynamic Analysis	Lesson 60- What is INDEX function
	Lesson 61- What is MATCH function
	Lesson 62- VLOOKUP + HLOOKUP Function
	Lesson 62- VLOOKUP With Dropdown List
	Lesson 64- XLOOKUP Function
	Lesson 65- VLOOKUP with Approx Match
	Lesson 66- VLOOKUP+MATCH Function for Complex Real-Cases
	Lesson 67- INDEX & MATCH for Flexible Lookups
	Lesson 68- MIS Dashboard with VLOOKUP

	Lesson 69- IFERROR for Credible Reports
9) Data Management System	Lesson 70- Sort & Filter (Basics & Advance)
	Lesson 71- SUBTOTAL Formula & Pre-build Tool
	Lesson 72- Quick insight about Data Consolidation
	Lesson 73- 3D Calculation
	Lesson 74- Static consolidation method
	Lesson 75- Linked or Group wise consolidation
	Lesson 76- Data Grouping & Auto outline
10) Data Analysis with Excel Pivot Table	Lesson 77- Why Pivot Tables?
	Lesson 78- Creating Your First Pivot Table
	Lesson 79 - Navigating the Pivot Table Field List
	Lesson 80- Exploring Pivot Table Analyze & Design Options
	Lesson 81- Formatting Data with Pivot Table
	Lesson 82- Visualizing Data with Pivot Table
	Lesson 83- Sorting-Filtering-Grouping Data with Pivot Table
	Lesson 84- Enriching Data with Pivot Table Calculated Values & Fields
	Lesson 85- Visualizing Data with Pivot Charts
	Lesson 86- Trend & Date Analysis
	Lesson 87- Using Conditional Formatting in PivotTables
	Lesson 88- Filtering Top10 Analysis
	Lesson 90- Whats is MIS Report ?
	Lesson 91- Introduction to Slicer
	Lesson 92- Slicer Settings

11) Bulding MIS Report in Excel	Lesson 93- Filtering Data using Slicer & Updating Pivot Table
	Lesson 94- Introduction to Timeline
	Lesson 95- Creating your First Dashboard
	Lesson 96- Formatting your Dashboard
	Lesson 97- Using Timelines & Report Connections
	Lesson 98 - Protecting your Dashboard & Slicer
	Lesson 99 - Bulding Interactive MIS Dashboard
	Lesson 100 - Top Pivot Table Hacks
12) Conditional Formatting to Enhance Data Analysis	Lesson 102- Introduction to Conditional Formatting
	Lesson 103- Highlight cell rules
	Lesson 104- Top/Bottom rules
	Lesson 105- Data bars (For + & - Value)
	Lesson 106- Working with Various Color scales
	Lesson 107- Icon Sets with different mode
	Lesson 108- Setting & Managing rules
	Lesson 109- IF with Conditional Formatting
13) Print & Page Settings	Lesson 110- Page setup for printing & savings as PDF
	Lesson 111- Margins & Orientation
	Lesson 112- Print area - Page size - Page break
	Lesson 113- Background & Print Titles
	Lesson 114- Header & Footer Setup
	Lesson 115- Insert Page no - Date - Time - File Path
	Lesson 116- Page Layout & Its settings

14) Data Security System & Introduction to Macros and VB Editor	Lesson 117- Lock/Unlock Formulas & Function in Excel
	Lesson 118- Protct Worksheet
	Lesson 119- Protect Workbook Structure
	Lesson 120 - Protect Entire File
	Lesson 121- Encrypt with Password
	Lesson 122- Setup Read-only Format
	Lesson 123 - How to record a macro in Excel
	Lesson 124 - Absolute and Relative Cell References in Macro
	Lesson 125- Introduction to the Visual Basic Editor.
	Lesson 126 - Run & Automate an Excel Report
	Lesson 127- Top 7 Neat Ways to Clean Data in Excel
15) Spreadsheet Productivity Hacks (Eveyting you need to become a Pro)	Lesson 128- Introduction to Google Spreadhseet
	Lesson 129- Creating Google Forms & Sharing
	Lesson 130- SUMPRODUCT & Its usage
	Lesson 131- Data Cleaning & Management
	Lesson 132- Top Text Functions in Excel
	Lesson 133- Custom Number Formatting (Date - Time - Currency)
	Lesson 134- Importing Data From other Source/Web
	Lesson 135- Assignment