

Excel Mastery Program Curriculum



This Course includes:

- 226 HD Hindi Videos
- Excel Mastery eBook
- Practice files
- 1-Year access
- Certificate of completion
- Section-wise assessments
- 19 hours on-demand Hindi videos

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SN	Lecture Name	Duration
Section 01 - Excel Shortcuts		
1	Best Excel Shortcuts - Part 1 of 4	5:44
2	Best Excel Shortcuts - Part 2 of 4	5:28
3	Best Excel Shortcuts - Part 3 of 4	4:52
4	Best Excel Shortcuts - Part 4 of 4	4:59
5	How to create custom shortcuts using Quick Access Toolbar (QAT)?	2:47
Section 02 - Essentials for Beginners		
6	Three easy ways to do SUM or total of numbers	1:39
7	Basics of MAX & MIN formula	2:12
8	Use of MAX formula in Finance (Tax & Billing)	4:21
9	Use of SMALL & LARGE formula in Finance	4:46
10	Using MEDIAN formula to remove outliers	1:50
11	Using Paste Special (Value, Transpose) for daily work	4:15
12	Paste Special (Transpose) vs TRANSPOSE Formula	6:32
13	Using COUNTBLANK to count blank cells	2:44
14	Difference between COUNT vs. COUNTA	2:04
15	Using Status Bar for Quick Calculations	1:44
16	Using SUMPRODUCT Function in Finance & Costing	3:50
17	Easiest way to calculate YoY Growth Percentage	3:17
18	What is POWER formula	2:25
19	How to calculate the maturity amount of Fixed Deposit	3:12
20	Basics of ROUND formula	2:58
21	Basics of ROUNDUP & ROUNDDOWN formula	2:30
22	Uses of ROUNDUP & ROUNDDOWN formula in Finance	1:57
23	Basics of MROUND formula	3:47
24	Advanced Trick of Round Formula in Finance	4:57
25	Using Autofill feature to create automatic list of Dates	3:12

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26	Using Autofill feature to create automatic list of Numbers	4:36
Section 03 - Essentials Formatting Tricks		
27	7 ways to use Format Cells	4:09
28	How to hide a text without coloring the cell white?	3:28
29	What is - Numbers stored as Text?	2:35
30	How to write full cheque numbers with missing zeroes?	3:27
31	What is Superscript inside Format Cells?	1:30
32	Basics of formatting tabular datasets	3:25
33	How to format lengthy headings using Wrap Text & Alignment?	2:42
34	How is Format Painter used to copy & paste formats?	2:40
35	How to use Format Painter multiple times?	3:01
36	How to remove all formatting in one click?	2:54
37	Working with Tables	2:50
38	How to color multiple sheet tabs?	1:39
39	How to use Freeze Panes for Rows & Columns at the same time?	4:46
40	Grouping	3:14
41	Gridlines	0:33
42	How to create a simple drop-down list with Data Validation?	3:33
43	How to remove a drop-down list?	2:01
44	How to activate the Developer Tab in 2007-2019 in Excel?	3:14
45	How to create an interactive Spin Button for an Excel Dashboard?	4:33
46	How to create an interactive Scroll Bar for an Excel Dashboard?	3:42
47	7 Tricks of Comments - Basic to Expert	7:41
48	4 Tricks of Hyperlinking - Basic to Expert	6:24
49	How to hide a sheet so that no one can unhide easily?	3:56
Section 04 - Sort & Filter		
50	How to Sort numbers from largest to smallest?	3:08

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SN	Lecture Name	Duration
51	How to Sort text alphabetically (A-Z)?	1:53
52	How to Sort dates oldest to newest?	2:07
53	How to Sort rows by cell color?	1:51
54	Best Practice before you sort any dataset	2:20
55	How to do 2-level Sorting?	2:28
56	The hidden trick of Horizontal Sorting	4:32
57	The hidden trick of Sorting using a custom list	4:04
58	The hidden trick to add a blank row between every row using Sort	3:16
59	Basics of Filter & Calculating SUM on the filter list	3:14
60	The most common mistake Filter users make while choosing datasets	1:57
61	Importance of SUBTOTAL formula in a Filtered dataset	4:50
62	SUBTOTAL formula's confusing parameters - Mystery Solved	4:52
63	Number Filter option in Filter	3:29
64	How to navigate a Filtered dataset using Shortcuts?	2:50
65	How is Advanced Filter different than General Filter?	8:07
66	The hidden trick to apply separate Filters on two datasets of the same worksheet?	1:30
67	The hidden trick to paste values on a Filtered dataset	3:42
68	How to use Slicer on a Filtered dataset?	2:41
Section 05 - Cell Reference (\$)		
69	Use of Cell Referencing (\$) in formulas - Explained	6:54
Section 06 - Dates		
70	Why does a Date in Excel look like a random number?	4:23
71	How to calculate the duration using two dates with timestamp?	3:40
72	Date formulas - DAY, MONTH, YEAR & DATE - Part 1	1:39
73	Date formulas - DAY, MONTH, YEAR & DATE - Part 2	1:39
74	Date formulas - TEXT & WEEKDAY - Part 1	4:31
75	Date formulas - TEXT & WEEKDAY - Part 2	1:52

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SN	Lecture Name	Duration
76	Why is EDATE referred as Expiry Date?	4:36
77	Why is EOMONTH referred as End of Month?	3:57
78	Date formulas - TODAY & NOW with Shortcuts	1:55
79	The hidden trick to rectify dates format using Text to Columns	6:26
80	How to use WORKDAY.INTL formula to calculate project deadline?	3:17
81	How to use NETWORKDAYS.INTL to calculate working days between two dates?	3:34
82	The hidden formula of DATEDIF	4:07
83	How to find the 1st, 3rd, and 5th Saturday of any month	6:08
Section 7 - Logical Functions		
84	Basics of Logical Formula - Part 1	3:10
85	Basics of Logical Formula - Part 2	5:16
86	Basics of Logical Formula - Part 3	4:28
87	Quick Recap of Logical Formulas with advanced exercises	12:31
88	Using multiple Logical formulas - IF, AND, OR in an advanced exercise	9:16
89	Logical Check Formulas for Text, Numbers, & Errors including IFERROR	4:41
Section 08 - Data Cleaning		
90	How to remove duplicate values?	3:41
91	Using UPPER, PROPER, & LOWER formulas to change the case of the text	2:15
92	Using TRIM formula to remove excess spaces in a sentence	1:22
93	Using VALUE formula to convert numbers stored as text to a number format	2:34
94	Using LEN formula to calculate the number of characters in a cell	1:10
95	Basics of RIGHT, LEFT & MID formulas	3:56
96	SEARCH vs FIND	5:05
97	SEARCH & MID	5:59
98	How to find and delete all the error values at once?	2:39
99	Shortcut to make best use of Go To (Special) technique	2:03
100	How to fill intermittent blank cells using Go To (Special) technique?	5:08

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101	Other uses of Ctrl G - Formula, Constants, Visible cells	3:09
102	Using Text to Column feature to split data values - Part 1 (Delimited)	4:52
103	Using Text to Column feature to split data values - Part 2 (Fixed Width)	5:24
104	When is Text to Column feature used to change the Data Format (General, Text)?	4:58
105	How to convert a series of email IDs to a vertical list for Attendance?	4:10
106	How can Text to Columns help in writing correct SUM & VLOOKUP formulas?	4:49
107	Using CONCATENATE and Ampersand (&) to join values	3:05
108	Find & Replace - Part 1 (with Wildcard Character)	8:12
109	Find & Replace - Part 2 (MS Word vs MS Excel)	7:44
110	Quick Recap of Advanced Find & Replace	7:36
111	SUBSTITUTE - the formula version of Find & Replace	2:26
112	FlashFill - Basics to Advanced	6:00
113	Project - FlashFill, T2C, SUBSTITUTE - Bank Data	8:45
114	Project - Electricity Consumption - Method #1	7:21
115	Project - Electricity Consumption - Method #2	10:51
Section 09 - Pivot Table		
116	Pivot Table (A-Z) Part 1	27:37
117	Pivot Table (A-Z) Part 2	3:07
118	Expert-level Pivot Table Trick using Power Query - Split to Rows	7:15
119	Expert-level Pivot Table Trick using Power Query - Unpivot Column	13:32
Section 10 - Lookup Formulas (A-Z)		
120	Basics of VLOOKUP for first time users - Why do we need it?	6:55
121	Basics of VLOOKUP for first time users - fix Table Array using \$	5:44
122	Basics of VLOOKUP for first time users - TRUE vs FALSE - Part 1	7:28
123	Basics of VLOOKUP for first time users - TRUE vs FALSE - Part 2	5:42
124	Common mistakes of VLOOKUP users - Why do we get N/A?	5:56
125	How to do inter-worksheet VLOOKUP?	8:36

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126	Vlookup vs. Hlookup - Simplified	4:20
127	Using VLOOKUP with TRUE for doing Debtors Ageing Analysis	6:34
128	Using VLOOKUP with TRUE for doing Score Grading	5:16
129	Using VLOOKUP with TRUE for doing Food Quality Grading	4:00
130	Using VLOOKUP with TRUE for calculating correct tax rate as per applicable date	5:35
131	Basics of MATCH formula - Part 1	5:11
132	Basics of MATCH formula - Part 2	4:24
133	How to do 2D Lookup using VLOOKUP & MATCH - Example 1	6:33
134	How to do 2D Lookup using VLOOKUP & MATCH - Example 2	5:26
135	How to do inter-worksheet 2D Lookup using VLOOKUP & MATCH? - Example 1	7:51
136	How to do inter-worksheet 2D Lookup using VLOOKUP & MATCH? - Example 2	6:48
137	LOOKUP vs. VLOOKUP vs. HLOOKUP vs. MATCH	8:51
138	How to do Reverse Lookup using INDEX & MATCH formula - Part 1	5:02
139	How to do Reverse Lookup using INDEX & MATCH formula - Part 2	6:29
140	Exercise Using INDEX & MATCH formula to do Reverse Lookup	5:51
141	Fuzzy Lookup can do what VLOOKUP can't - Lookup for data with different spelling	4:04
142	Basics of INDIRECT formula	9:26
143	Create a Dashboard from 25+ worksheets using INDIRECT formula	10:19
144	Use VLOOKUP & INDIRECT formula to pull data from multiple sheets	4:12
145	How to do 3D Lookup using VLOOKUP, MATCH, INDIRECT & name ranges?	7:49
146	Basics - Using OFFSET formula to create Dynamic Ranges	6:55
147	Using OFFSET to create dynamic calculations - Part 1 (Intermediate)	9:22
148	Using OFFSET to create dynamic calculations - Part 2 (Advanced)	10:51
Section 11 - Conditional Aggregation		
149	Basics of COUNTIF formula	3:32
150	Basics of SUMIF formula	4:20
151	Basics of AVERAGEIF formula	3:27

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152	COUNTIFS & SUMIFS - Part 1 (Intermediate)	11:17
153	COUNTIFS & SUMIFS - Part 2 (Advanced)	8:57
154	Exercise - Using SUMIFS & COUNTIFS with 3 criteria	11:32
155	Exercise - Using SUMIFS to find sum of values between two dates	6:02
156	Using COUNTIFS to find duplicates and reconcile two lists	3:22
157	The hidden trick of COUNTIFS to calculate running count based on the ID value	7:56
158	The hidden trick of COUNTIFS to do VLOOKUP for duplicate values	6:21
159	The hidden trick of SUMIFS to calculate running sum total based on the ID value	7:01
Section 12 - Conditional Formatting		
160	Conditional Formatting - Color cells based on errors, blanks, duplicates, user-defined value	6:17
161	Conditional Formatting - Color cells using Data Bars, Icon Sets, Color Scales	3:03
162	Create a Dashboard for comparing Actual vs Budget using Conditional Formatting	7:48
163	Using Conditional Formatting for changing the cell color based on list value chosen	2:38
164	Formula-based Conditional Formatting - color the entire row based on user-selected value	7:08
165	Formula-based Conditional Formatting - color the cell that matches two user criteria's	7:57
166	Formula-based Conditional Formatting - Highlight cells that have prohibited values	4:05
Section 13 - What-If Analysis		
167	Basics of Data Table feature of What-If Analysis	11:37
168	Using Data Table feature of What-If Analysis with INDIRECT formula	16:47
169	Advanced use case of Data Table feature for Loan EMI payments	6:56
170	Limitations of using Scroll Bar & Spin Button	7:56
171	Basics - Using Goal Seek to back-calculate	6:12
172	Basics - Scenario Manager for Best, Worst & Base Case	5:40
Section 14 - Report Consolidation		
173	The hidden trick of Consolidation using SUM for multiple sheets	4:02

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174	How to use CONSOLIDATE feature of Excel? - Part 1	9:19
175	How to use CONSOLIDATE feature of Excel? - Part 2	10:32
176	How to use SUBTOTAL feature of Excel using one criterion?	7:28
177	How to use SUBTOTAL feature of Excel using two criteria?	8:38
178	The hidden trick of SUBTOTAL feature & Go To (Special) to merge cells into blocks	8:52
Section 15 - Printing		
179	Top 10 Printing Tricks & Settings	11:02
Section 16 - Workbook & Worksheet Security		
180	Level of Password Security - File vs. Sheet vs. Workbook Structure	7:52
181	How to hide a sheet so that no one can unhide easily?	3:56
182	How to remove "Protect sheet" Password with Notepad?	6:37
183	How to remove "Protect workbook" Password with Notepad?	4:38
Section 17 - Special Tricks		
184	The hidden trick to Compare two Excel files	3:01
185	The hidden trick to join cell values without using CONCATENATE	0:59
186	The hidden trick to activate Data Entry Form	2:12
187	How to Copy Text from Image OneNote Tutorial	2:08
188	PDF to Word Converter Without Software	3:26
Section 18 - Advanced Excel Projects - Finance		
189	Convert "Dr" & "Cr" suffix of Tally datasets into positive & negative values	6:08
190	Clean-up complex Bank Statement sheet of Borrowers	9:26
191	Analyze payments made to Suppliers using FlashFill, VLOOKUP & Pivot Table	8:57
192	Extract multiple voucher nos. from a cell to create a list	7:10
193	Create a Frequency Distribution of sales ticket size using Pivot Table?	3:07
194	Calculate Stock Revaluation write-off amount using VLOOKUP with TRUE and MATCH	10:04
195	Form 26AS - TDS What is Form 26AS Format	7:41

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196	PAN Assessee Status - using MID & VLOOKUP	1:46
Section 19 - Advanced Excel Projects - Sales		
197	Calculate Sales Commission using advanced SUMIFS and VLOOKUP with TRUE	13:00
198	Allocate sales value of a project to the individual team members	9:52
199	Sales Visualization - without Charts	7:55
200	Pivot Table - 3y Sales	Coming soon
201	Append 3 y Sales using PQ	Coming soon
Section 20 - Office 365 Updates		
202	UNIQUE	3:38
203	Concat & TextJoin	4:47
204	Project - TextJoin & IF	8:44
205	IFS & SWITCH	7:05
206	XLOOKUP	Coming soon
207	MAXIFS & MINIFS	4:06
208	Filter	5:00
209	SORT	6:24
210	SORTBY	2:14
211	Sequence	2:04
212	LET	2:37
Section 21 – Basics of Macros		
213	Why do we learn Excel VBA Macros?	4:49
214	How to learn Excel VBA Macros?	1:46
215	How to enable Developer Tab in Excel?	2:04
216	Basics of Developer Tab in Excel	1:06
217	Important Macro Security Settings in Excel	2:16

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218	How to save Macros in Excel for future use?	3:50
219	How to create a Macros in Excel?	5:54
220	How to run a Macro in all open Workbooks?	2:06
221	Using a Button to run a Macros in Excel	3:00
222	Running a Macro in different ways in Excel	4:40
223	Understanding VBA Workspace in Excel (Basics)	3:00
224	Watch a Macro being recorded	2:12
225	Searching Google for VBA Codes - using the 3 magic words	8:13
226	Searching Google for VBA Codes - in Blogs vs Forum	6:49

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