

Power Excel for Analysts and Managers

Overview

What's in this overview?

- Power Excel Course – The goal
- The 12 Core Course Topics
- Teaching Methodology
- What to expect at completion?
- Meet the tutor
- Cost and administrative details
- Contact Information

Power Excel Course – The Goal

Excel School is
an online excel training program*
that can make a
a beginner†
an efficient user~ of ms excel

Power Excel Course – The Goal

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- Delivered online
- Each student gets a secure log-in
- No-need to be online at a specific time
- Lessons can be taken repeatedly
- Lessons are downloadable

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- ***Not a total newbie***
- Knows how to use excel
- Knows basics like
 - What is a formula
 - What is a chart
- Comfortable with the spreadsheet layout

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- Can get things done in excel
- Knows handful of workarounds
- Uses right charts for data
- Comfortable with formulas
- Productive with Excel
- Makes intuitive workbooks & charts

The 12 Core Course Topics

1. Formulas
2. Formatting
3. Conditional Formatting
4. Data Visualization - Charting
5. Tables
6. Pivot Tables
7. Data Filters, Validations
8. Importing External Data
9. Advanced Formulas
10. Form Controls & Macros
11. Shortcuts, Productivity

Formulas

1. References, Using \$
2. COUNTIF
3. SUMIF
4. IF, Nested IF, CHOOSE
5. VLOOKUP, Adv. VLOOKUP
6. MATCH
7. INDEX
8. OFFSET
9. SUMPRODUCT
10. ROWS, COLUMNS
11. SUMIFS, COUNTIFS
12. IFERROR, ISERROR
13. SMALL, LARGE
14. Formula Debugging

Formatting

1. Paste Special
2. Format Painter
3. Custom Cell Formats
4. Date / Time Formatting
5. Table Formats
6. Formatting Best Practices
7. Freezing Rows, Splits

Conditional Formatting

1. Intro to CF
2. Formulas in CF
3. Using Traffic Lights, Icons
4. Adv. CF thru Examples
5. Removing CFs, Cleaning

Data Visualization - Charting

1. Choosing correct chart
2. Various charts in Excel
3. Chart formatting Options
4. Chart templates
5. Best practices
6. Combo charts
7. Dynamic charts

Tables

1. Excel 2007 Tables – Intro
2. Benefits of using tables
3. Table formatting
4. Table formulas
5. Table – named ranges

Pivot Tables

1. What is a Pivot and why use one?
2. Creating Pivots
3. Summarizing data
4. Calculated Fields, Calculated Items
5. Grouping Data
6. Pivot Table Tips
7. Pivot Charts – Intro

Data Filters

1. Data Filters
2. Sorting
3. Data Validation
4. Error Messages, Invalid Data
5. Advanced Filters
6. Filters in Tables, Pivots

Importing Data

1. Text to Columns
2. Importing CSV Files
3. Importing Text Files
4. Importing Web Data
5. Importing MS Access Data

Advanced Formulas

1. Named Ranges, What are they and why use them?
2. Dynamic Ranges using OFFSET
3. Formula Audit
4. 3D References
5. Array Formulas – Intro
6. Circular References – Intro
7. Calculation Modes and uses
8. Formula Errors and What to do?

Form Controls, Macros

1. Developer Toolbar / Ribbon
2. What are Form Controls
3. Using Scroll-bar Control
4. Using Checkboxes
5. What is a Macro?
6. Using Macro Recorder
7. Getting used to Visual Basic Editor
8. Introduction to Macros
9. Where to find help?

Shortcuts & Productivity

1. 20 Most useful Excel Shortcuts
2. Understanding Ribbon
3. Customizing Quick Access Toolbar
4. Setting Defaults
5. Using Templates
6. Where to find help & best practices

Teaching Methodology

Each topic will be covered using
Videos, Screencasts and Text Posts

(there will not be any transcripts)

Teaching Methodology

Online Content Access upon Signup

Participants can watch & download content as needed

What to expect at completion?

Towards the end of Excel school*

You will be proficient in Excel

You will know how to use (and mix) formulas

You will make better charts

You will be productive with excel

**assuming you follow the program and practise*

Who is the tutor?

Purna Duggirala MBA, MS Excel MVP, author of chandoo.org

Has over 6 years of Excel Experience | Is well respected for his Excel knowledge | Runs a popular excel community and blog

Cost of the Program

\$ 97 USD

You can review a a trial class before you enroll!

To review the free trial class

- Register at <http://powerexcel.eventbrite.com>

To enroll in the full program

- Enroll at <http://powerexcel.requirementsinc.com>

Contact Details

Questions?

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