

MASTERING EXCEL BY AZIZ ISSA

GOAL

Provide to the trainee the mastery of Excel.

COVERAGE

Based in the most recent version of Excel: Office 365, at November 2021.

STRUCTURE AND METHODOLOGY

Training course based on step-by-step video tutorials with real business examples and composed by sections of tutorials, which in turn are divided in lectures, each one with a set of lessons.

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COURSE CONTENT

Section 1. Presentation

- Lecture 1.1. Course Content
- Lecture 1.2. Course Structure
- Lecture 1.3. Launching Excel

Section 2. Excel Foundations

- Lecture 2.1. The Spreadsheet
 - Lesson 2.1.1. The Spreadsheet
 - Lesson 2.1.2. The Grid
 - Lesson 2.1.3. The Cell
- Lecture 2.2. The Heart of Excel: Formulas
 - Lesson 2.2.1. Creating a Formula
- Lecture 2.3. Formulas - Arithmetical Operations
 - Lesson 2.3.1. Subtraction
 - Lesson 2.3.2. Multiplication and Division
- Lecture 2.4. More on Formulas
 - Lesson 2.4.1. Reference Error
 - Lesson 2.4.2. Evaluate a Formula
 - Lesson 2.4.3. Order of Operations (Use of Parenthesis)
- Lecture 2.5. Practical Exercise
- Lecture 2.6. Practical Exercise - Solution

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Section 3. Formulas in Depth

- Lecture 3.1. Scope of the Section
- Lecture 3.2. Concatenation Operation
 - Lesson 3.2.1. What is Concatenation?
 - Lesson 3.2.2. Joining Text
 - Lesson 3.2.3. Joining Text and Arithmetic
- Lecture 3.3. Getting Cells Reference (building formulas consistently)
 - Lesson 3.3.1. Introduction
 - Lesson 3.3.2. Getting Cells Reference
 - Lesson 3.3.3. Interconnected Spreadsheets
- Lecture 3.4. Replicating Formulas (building formulas efficiently)
 - Lesson 3.4.1. Replicating Formulas to Contiguous Cells
 - Lesson 3.4.2. Replicating Formulas to non-contiguous cells
 - Lesson 3.4.3. Paste Special for Formulas
- Lecture 3.5. Relative and Absolute Cells Reference (building complex formulas)
 - Lesson 3.5.1. Mixed Cell Reference (partially absolute)
 - Lesson 3.5.2. Fully Absolute Cell Reference
 - Lesson 3.5.3. Shortcut Key (F4)
- Lecture 3.6. Formula Auditing
 - Lesson 3.6.1. Trace Precedents
 - Lesson 3.6.2. Trace Dependents
 - Lesson 3.6.3. Complementary Auditing Tools
- Lecture 3.7. Defined Names
 - Lesson 3.7.1. Introduction
 - Lesson 3.7.2. Create a Name
 - Lesson 3.7.3. Names from Selection
 - Lesson 3.7.4. Pasting Names in Formulas
- Lecture 3.8. SUM Function and AutoSum
 - Lesson 3.8.1. SUM Function
 - Lesson 3.8.2. AutoSum
 - Lesson 3.8.3. AutoSum Functions: Average, Max and Min
- Lecture 3.9. Practical Exercise I
- Lecture 3.10. Practical Exercise I - Solution
- Lecture 3.11. Practical Exercise II
- Lecture 3.12. Practical Exercise II - Solution
- Lecture 3.13. Practical Exercise III
- Lecture 3.14. Practical Exercise III - Solution

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Section 4. Basic Skills

- Lecture 4.1. Scope of the Section
- Lecture 4.2. Navigation in the Grid
 - Lesson 4.2.1. Control and Arrow Keys
 - Lesson 4.2.2. Page Up and Page Down
- Lecture 4.3. Data Manipulation
 - Lesson 4.3.1. Introducing Data
 - Lesson 4.3.2. Editing Data
- Lecture 4.4. Transforming a Spreadsheet (Practical Application)
 - Lesson 4.4.1. Demonstration of the Needed Skills
- Lecture 4.5. Quick Formatting Features
 - Lesson 4.5.1. Frequently Used Features
- Lecture 4.6. Selecting Cells
 - Lesson 4.6.1. Selecting a Range of Cells
 - Lesson 4.6.2. Selecting Multiple Ranges
 - Lesson 4.6.3. Selecting Columns and Rows
 - Lesson 4.6.4. Selecting a Table
 - Lesson 4.6.5. Inserting Same Data in a Range of Cells
- Lecture 4.7. Cells Manipulation
 - Lesson 4.7.1. Inserting Columns and Rows
 - Lesson 4.7.2. Deleting Columns and Rows
 - Lesson 4.7.3. Inserting Cells
 - Lesson 4.7.4. Copying and Moving Cells Content
- Lecture 4.8. Resizing Cells Width and Height
 - Lesson 4.8.1. Columns Width and Rows Height
 - Lesson 4.8.2. Adjusting the Size to the Content
 - Lesson 4.8.3. Attributting Sizes
 - Lesson 4.8.4. Hiding Columns and Rows
- Lecture 4.9. Introducing Data in a Table
 - Lesson 4.9.1. Practical Demonstration
- Lecture 4.10. Practical Exercise I
- Lecture 4.11. Practical Exercise I – Solution
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Section 5. More Basic Skills

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- Lecture 5.2. Excel Interface
 - Lesson 5.2.1. Main Components
 - Lesson 5.2.2. The Ribbon
 - Lesson 5.2.3. The Working Area
 - Lesson 5.2.4. The Status Bar
 - Lesson 5.2.5. The Quick Access Toolbar
 - Lesson 5.2.6. Contextual Menu
- Lecture 5.3. Workbooks
 - Lesson 5.3.1. Introduction
 - Lesson 5.3.2. AutoSave
 - Lesson 5.3.3. Opening a Workbook
 - Lesson 5.3.4. Save As
 - Lesson 5.3.5. Switching Between Workbooks
 - Lesson 5.3.6. Closing a Workbook
 - Lesson 5.3.7. Shortcut Keys
- Lecture 5.4. Series
 - Lesson 5.4.1. Pre-Introduced Series
 - Lesson 5.4.2. Numeric Auto Series
 - Lesson 5.4.3. Customized Series
- Lecture 5.5. Notes
 - Lesson 5.5.1. Inserting and Viewing Notes (and formatting notes)
- Lecture 5.6. Comments
 - Lesson 5.6.1. Inserting and Viewing Comments (and formatting comments)
- Lecture 5.7. Practical Exercise I
- Lecture 5.8. Practical Exercise I – Solution
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Section 6. Numbers Formatting

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 - Lesson 6.2.3. Accounting Format
 - Lesson 6.2.4. Percentage Format
 - Lesson 6.2.5. Text Format
 - Lesson 6.2.6. Special Format
- Lecture 6.3. Most Common Number Format Customization
 - Lesson 6.3.1. Number Format Codification
 - Lesson 6.3.2. Currency Formatting
- Lecture 6.4. Additional Number Format Customization
 - Lesson 6.4.1. Adding Text and Literals
 - Lesson 6.4.2. Color
 - Lesson 6.4.3. Pre-Packed Codes
 - Lesson 6.4.4. Hiding Content
- Lecture 6.5. Structured Number Format Customization
 - Lesson 6.5.1. Structured Number Format Customization
- Lecture 6.6. Structured Number Format Customization 3rd Section
 - Lesson 6.6.1. 3rd Section – Zero Values
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- Lecture 6.10. Practical Exercise – Solution

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Section 7. Date and Time Formatting and Operations

- Lecture 7.1. Scope of the Section
- Lecture 7.2. Date and Time Predefined Formats
 - Lesson 7.2.1. Date Predefined Format
 - Lesson 7.2.2. Date Predefined Formats Customization
- Lecture 7.3. Date Full Customization
 - Lesson 7.3.1. Day, Month and Year Codes
 - Lesson 7.3.2. Full Date Format Customization
- Lecture 7.4. Time Full Customization
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- Lecture 7.5. Date and Time as Numbers
 - Lesson 7.5.1. Date as Number
 - Lesson 7.5.2. Time as Number
- Lecture 7.6. Operations with Date and Time
 - Lesson 7.6.1. Operations with Date
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- Lecture 7.7. Date and Time Conditional Customization
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- Lecture 7.8. Practical Exercise
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Section 8. Formatting Cells and Tables

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- Lecture 8.2. Font Formatting
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 - Lesson 8.2.3. Font Styles
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- Lecture 8.6. Content Alignment
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 - Lesson 8.6.3. Merge & Center
 - Lesson 8.6.4. Text Orientation
 - Lesson 8.6.5. Alignment Tab
- Lecture 8.7. Cell Styles
 - Lesson 8.7.1. Introduction
 - Lesson 8.7.2. Duplicate and Modify a Style
 - Lesson 8.7.3. Create a New Style
- Lecture 8.8. Table Styles (Format as Table)
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- Lecture 8.10. Practical Exercise – Solution

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Section 9. Conditional Formatting

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 - Lesson 9.2.1. What is Conditional Formatting?
- Lecture 9.3. Highlight Cell Rules
 - Lesson 9.3.1. Highlight Cell Rules
 - Lesson 9.3.2. Text Conditions
 - Lesson 9.3.3. Date Conditions
- Lecture 9.4. Highlight Cell Rules - More Rules
 - Lesson 9.4.1. More Rules – Numerical Operators
 - Lesson 9.4.2. More Rules – Other Conditions
- Lecture 9.5. Top Bottom Rules
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- Lecture 9.7. Graphical Representation - Data Bars
 - Lesson 9.7.1. Data Bars
 - Lesson 9.7.2. Data Bars Customization
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Section 10. Excel Worksheets

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Lesson 10.2.2. Referencing Between Worksheets

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Lecture 10.3. Column Referencing System

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Lesson 10.3.2. Column Referencing System

Lecture 10.4. Manipulating Worksheets

Lesson 10.4.1. Most Common Operations

Lesson 10.4.2. Manipulating Data Across Worksheets

Lecture 10.5. Copy and Move Worksheets

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Lecture 10.6. Cell Referencing Across Worksheets

Lesson 10.6.1. Cell Referencing Across Worksheets

Lecture 10.7. Printing Worksheets – Introduction

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Lecture 10.9. Protecting Worksheets and Workbooks

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Section 11. Excel Functions

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Lesson 11.2.2. Function Assistant

Lecture 11.3. Statistical Functions

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Lecture 11.4. Math Functions

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Lesson 11.9.1. Nested Functions

Lecture 11.10. Financial Functions

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Section 12. Excel Charts

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 - Lesson 12.7.1. Charts Deep Formatting

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Section 13. Excel Templates

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Section 14. Tables

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 - Lesson 14.9.2. Drop-Down List
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Section 15. Data Functions

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Lecture 15.4. Search Functions: VLookup and HLookup

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Lecture 15.8. New Search Functions: XLookup and Xmatch

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Section 16. Pivot Tables

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Section 17. Power Pivot

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 - Lesson 17.3.2. Relational Database
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Section 18. What If Analysis

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Section 19. Macros

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Lecture 19.5. Buttons in the Ribbon

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Section 20. Graphical Objects

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Section 21. Conclusion

Lecture 21.1. We'll Keep in Touch