

MASTERING EXCEL BY AZIZ ISSA

GOAL

Provide to the trainee the mastery of Excel.

COVERAGE

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

STRUCTURE AND METHODOLOGY

Training course based on step-by-step 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.

CONTENT INDEX

Section 1. Presentation

- Lecture 1.1. Course Content
- Lecture 1.2. Training Methodology
- Lecture 1.3. Course Structure

Section 2. Excel Foundations

- Lecture 2.1. Scope of the Section
- Lecture 2.2. The Spreadsheet
 - Lesson 2.2.1. Launching Excel
 - Lesson 2.2.2. New Workbook
 - Lesson 2.2.3. The Spreadsheet
 - Lesson 2.2.4. The Grid
 - Lesson 2.2.5. The Cell
- Lecture 2.3. The Heart of Excel: Formulas
 - Lesson 2.3.1. Creating a Formula
- Lecture 2.4. Formulas - Arithmetical Operations
 - Lesson 2.4.1. Subtraction
 - Lesson 2.4.2. Multiplication and Division
- Lecture 2.5. More on Formulas
 - Lesson 2.5.1. Reference Error
 - Lesson 2.5.2. Evaluate a Formula
 - Lesson 2.5.3. Order of Operations (Use of Parenthesis)
- Lecture 2.6. Saving a Workbook
 - Lesson 2.6.1. Saving a Workbook

Section 3. Working with the Grid and the Cells

- Lecture 3.1. Scope of the Section
- Lecture 3.2. Navigation in the Grid
 - Lesson 3.2.1. The Size of the Grid

MASTERING EXCEL BY AZIZ ISSA

- Lesson 3.2.2. Navigating Between Cells
- Lesson 3.2.3. Page Up and Page Down
- Lecture 3.3. Data Manipulation
 - Lesson 3.3.1. Closing and Opening a Workbook
 - Lesson 3.3.2. Introducing Data
 - Lesson 3.3.3. Editing Data
 - Lesson 3.3.4.
- Lecture 3.4. Selecting Cells
 - Lesson 3.4.1. Selecting a Range of Cells
 - Lesson 3.4.2. Selecting Columns and Rows
 - Lesson 3.4.3. Selecting a Table
 - Lesson 3.4.4. Inserting Data in a Range of Cells
- Lecture 3.5. Cells Manipulation
 - Lesson 3.5.1. Inserting and Deleting Rows, Columns and Cells
 - Lesson 3.5.2. Copying and Moving Cells Data
- Lecture 3.6. Resizing Cells Width and Height
 - Lesson 3.6.1. Resizing Columns and Rows
- Lecture 3.7. Practical Application
 - Lesson 3.7.1. Transforming a Spreadsheet
- Lecture 3.8. Introducing Data in a Table
 - Lesson 3.8.1. Introducing Data in a Table

Section 4. Completing the Core of Excel

- Lecture 4.1. Scope of the Section
- Lecture 4.2. Quick Formatting Features
 - Lesson 4.2.1. Quick Formatting Features
- Lecture 4.3. Excel Interface
 - Lesson 4.3.1. Excel Interface
- Lecture 4.4. Workbooks
 - Lesson 4.4.1. Introduction
 - Lesson 4.4.2. AutoSave
 - Lesson 4.4.3. Opening a Workbook
 - Lesson 4.4.4. Save As
 - Lesson 4.4.5. Switching Between Workbooks
 - Lesson 4.4.6. Closing a Workbook
 - Lesson 4.4.7. Shortcut Keys
- Lecture 4.5. Series
 - Lesson 4.5.1. Pre-Introduced Series
 - Lesson 4.5.2. Numeric Auto Series
 - Lesson 4.5.3. Customized Series
- Lecture 4.6. Comments
 - Lesson 4.6.1. Inserting and Viewing Comments (and formatting comments)

Section 5. Formulas in Depth

- Lecture 5.1. Scope of the Section
- Lecture 5.2. Syntax and Concatenation (building long formulas)

MASTERING EXCEL BY AZIZ ISSA

- Lesson 5.2.1. Formula Syntax
- Lesson 5.2.2. Concatenation Operation (joining text)
- Lesson 5.2.3. Arithmetical and Concatenation Operations
- Lecture 5.3. Getting Cells Reference (building formulas consistently)
 - Lesson 5.3.1. Introduction
 - Lesson 5.3.2. Cells Referencing Picking Up
 - Lesson 5.3.3. Practical Demonstration
 - Lesson 5.3.4. Connecting Spreadsheets
 - Lesson 5.3.5.
- Lecture 5.4. SUM Function and AutoSum
 - Lesson 5.4.1. SUM Function
 - Lesson 5.4.2. AutoSum
- Lecture 5.5. Replicating Formulas (building formulas efficiently)
 - Lesson 5.5.1. Replicating Formulas
 - Lesson 5.5.2. Replicating Formulas to non contiguous cells
 - Lesson 5.5.3. Moving a Formula
- Lecture 5.6. Relative and Absolute Cells Reference (building complex formulas)
 - Lesson 5.6.1. Mixed Cell Reference (partially absolute)
 - Lesson 5.6.2. Fully Absolute Cell Reference
- Lecture 5.7. Formula Auditing
 - Lesson 5.7.1. Trace Precedents
 - Lesson 5.7.2. Trace Dependents
 - Lesson 5.7.3. Complementary Auditing Tools
- Lecture 5.8. Defined Names
 - Lesson 5.8.1. Create a Name
 - Lesson 5.8.2. Names from Selection
 - Lesson 5.8.3. Pasting Names in Formula

Section 6. Numbers Formatting

- Lecture 6.1. Scope of the Section
- Lecture 6.2. Predefined Numbers Formatting
 - Lesson 6.2.1. Predefined Numbers Formatting
 - Lesson 6.2.2. Currency Format
 - 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

MASTERING EXCEL BY AZIZ ISSA

- Lecture 6.6. Structured Number Format Customization 3rd Section
 - Lesson 6.6.1. 3rd Section – Zero Values
- Lecture 6.7. Structured Number Format Customization 4th Section
 - Lesson 6.7.1. 4th Section – Text Values
- Lecture 6.8. Conditional Number Format Customization
 - Lesson 6.8.1. Conditional Number Formatting
 - Lesson 6.8.2. Conditional Number Formatting – Adding Text

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
 - Lesson 7.4.1. Time Full Customization
- 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
 - Lesson 7.6.2. Operations with Time
- Lecture 7.7. Date and Time Conditional Customization
 - Lesson 7.7.1. Date Conditional Customization
 - Lesson 7.7.2. Time Conditional Customization

Section 8. Formatting Cells and Tables

- Lecture 8.1. Scope of the Section
- Lecture 8.2. Font Formatting
 - Lesson 8.2.1. Font Type
 - Lesson 8.2.2. Font Size
 - Lesson 8.2.3. Font Styles
 - Lesson 8.2.4. Font Color
 - Lesson 8.2.5. Font Window
- Lecture 8.3. Fill Formatting
 - Lesson 8.3.1. Fill Color
 - Lesson 8.3.2. Fill Window
- Lecture 8.4. Format Painter
 - Lesson 8.4.1. Format Painter
- Lecture 8.5. Borders Formatting
 - Lesson 8.5.1. Borders
 - Lesson 8.5.2. More Borders
- Lecture 8.6. Content Alignment
 - Lesson 8.6.1. Vertical Alignment

MASTERING EXCEL BY AZIZ ISSA

- Lesson 8.6.2. Horizontal Alignment
- 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)
 - Lesson 8.8.1. Introduction
 - Lesson 8.8.2. Duplicate and Modify
 - Lesson 8.8.3. New Table Style
 - Lesson 8.8.4. Table Style Options
 - Lesson 8.8.5. Exporting a Table Style

Section 9. Conditional Formatting

- Lecture 9.1. Scope of the Section
- Lecture 9.2. What is Conditional Formatting?
 - 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
 - Lesson 9.5.1. Top Bottom Rules
- Lecture 9.6. Top Bottom Rules - More Rules
 - Lesson 9.6.1. Top Bottom Rules – More Rules
- Lecture 9.7. Graphical Representation - Data Bars
 - Lesson 9.7.1. Data Bars
 - Lesson 9.7.2. Data Bars Customization
- Lecture 9.8. Graphical Representation - Color Scales
 - Lesson 9.8.1. Color Scales
- Lecture 9.9. Graphical Representation - Icon Sets
 - Lesson 9.9.1. Icon Sets
 - Lesson 9.9.2. Icon Sets Customization
- Lecture 9.10. Manage Rules
 - Lesson 9.10.1. Manage Rules
- Lecture 9.11. Formula Rules
 - Lesson 9.11.1. Formula Rules

Section 10. Excel Worksheets

- Lecture 10.1. Scope of the Section
- Lecture 10.2. Basics about Worksheets

MASTERING EXCEL BY AZIZ ISSA

- Lesson 10.2.1. Structure of a Spreadsheet
- Lesson 10.2.2. Referencing Between Worksheets
- Lesson 10.2.3. Referencing Between Worksheets of Different Workbooks
- Lecture 10.3. Column Referencing System
 - Lesson 10.3.1. Decimal Numbering System
 - 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
 - Lesson 10.5.1. Copy and Move Worksheets to Workbooks
- Lecture 10.6. Cell Referencing Across Worksheets
 - Lesson 10.6.1. Cell Referencing Across Worksheets
- Lecture 10.7. Printing Worksheets – Introduction
 - Lesson 10.7.1. Overview
 - Lesson 10.7.2. Printing Settings
 - Lesson 10.7.3. Printing Area
- Lecture 10.8. Printing Worksheets - Page Setup
 - Lesson 10.8.1. Header/Footer Page Setup
 - Lesson 10.8.2. Sheet Tab
- Lecture 10.9. Protecting Worksheets and Workbooks
 - Lesson 10.9.1. Protecting Worksheets
 - Lesson 10.9.2. Protecting Workbooks (Worksheets Structure)
- Lecture 10.10. Worksheets Consolidation
 - Lesson 10.10.1. Introduction
 - Lesson 10.10.2. Static Consolidation
 - Lesson 10.10.3. Dynamic Consolidation
 - Lesson 10.10.4. Full Consolidation

Section 11. Excel Functions

- Lecture 11.1. Scope of the Section
- Lecture 11.2. Introduction
 - Lesson 11.2.1. Function Syntax
 - Lesson 11.2.2. Function Assistant
- Lecture 11.3. Statistical Functions
 - Lesson 11.3.1. Average, Max and Min
 - Lesson 11.3.2. Count and CountBlank
 - Lesson 11.3.3. Large and Small
- Lecture 11.4. Math Functions
 - Lesson 11.4.1. Power and Square Root
 - Lesson 11.4.2. Rounding Numbers
 - Lesson 11.4.3. Rounding by Multiple
 - Lesson 11.4.4. Truncating Numbers
- Lecture 11.5. Date and Time Functions
 - Lesson 11.5.1. Date Functions
 - Lesson 11.5.2. Time Functions
- Lecture 11.6. Text Functions

MASTERING EXCEL BY AZIZ ISSA

- Lesson 11.6.1. Extracting Information
- Lesson 11.6.2. Transforming Information
- Lesson 11.6.3. Searching Within a Text
- Lecture 11.7. Logical Functions
 - Lesson 11.7.1. Function IF
 - Lesson 11.7.2. Function AND
 - Lesson 11.7.3. Function OR
 - Lesson 11.7.4. Function XOR
 - Lesson 11.7.5. Function IFERROR
- Lecture 11.8. Conditional Functions
 - Lesson 11.8.1. Function SUMIF
 - Lesson 11.8.2. Function COUNTIF
 - Lesson 11.8.3. Function AVERAGEIF
 - Lesson 11.8.4. Function MINIFS
 - Lesson 11.8.5. Function MAXIFS
- Lecture 11.9. Nested Functions
 - Lesson 11.9.1. Nested Functions
- Lecture 11.10. Financial Functions
 - Lesson 11.10.1. Function PMT (payment)
 - Lesson 11.10.2. Function FV (future value)
 - Lesson 11.10.3. Function DB (depreciation balance)
 - Lesson 11.10.4. Function YIELD

Section 12. Excel Charts

- Lecture 12.1. Scope of the Section
- Lecture 12.2. Introduction with Column Charts
 - Lesson 12.2.1. Introduction
 - Lesson 12.2.2. Column Charts
- Lecture 12.3. Reconfiguration with Bar Charts
 - Lesson 12.3.1. Bar Charts
 - Lesson 12.3.2. Reconfiguration
- Lecture 12.4. Chart Elements with Line Chart
 - Lesson 12.4.1. Line Charts
 - Lesson 12.4.2. Chart Elements
- Lecture 12.5. Chart Styles with Area Chart
 - Lesson 12.5.1. Area Charts
 - Lesson 12.5.2. Chart Styles
- Lecture 12.6. Chart Filters with Pie and Doughnut Charts
 - Lesson 12.6.1. Pie Charts
 - Lesson 12.6.2. Doughnut Charts
 - Lesson 12.6.3. Chart Filters
- Lecture 12.7. Deep Formatting Tools
 - Lesson 12.7.1. Charts Deep Formatting

Section 13. Excel Templates

- Lecture 13.1. Scope of the Section

MASTERING EXCEL BY AZIZ ISSA

- Lecture 13.2. Preparing a Model
 - Lesson 13.2.1. Modeling a Workbook
- Lecture 13.3. Creating and Managing Custom Templates
 - Lesson 13.3.1. Saving as Template
 - Lesson 13.3.2. Instancing a Template
 - Lesson 13.3.3. Editing a Template
- Lecture 13.4. Pre-Packed Templates
 - Lesson 13.4.1. Pre-Packed Templates

Section 14. Table and Database Features

- Lecture 14.1. Scope of the Section
- Lecture 14.2. Defining as Formal Table
 - Lesson 14.2.1. Introduction
 - Lesson 14.2.2. Setting as a Table
 - Lesson 14.2.3. Removing Duplicates
- Lecture 14.3. Features of a Formal Table
 - Lesson 14.3.1. Selecting and Resizing the Table
 - Lesson 14.3.2. Automation Settings
 - Lesson 14.3.3. Structured Referencing
- Lecture 14.4. Sorting Data
 - Lesson 14.4.1. Single Sorting
 - Lesson 14.4.2. Multi-Level Sorting
- Lecture 14.5. Filtering Data I - Introduction and Text Filters
 - Lesson 14.5.1. Filter Buttons
 - Lesson 14.5.2. Text Filtering
- Lecture 14.6. Filtering Data II - Number and Date Filters
 - Lesson 14.6.1. Number Filters
 - Lesson 14.6.2. Date Filters
- Lecture 14.7. Filtering Data III - Slice Filter
 - Lesson 14.7.1. Slice Filter
- Lecture 14.8. Grouping and Subtotals
 - Lesson 14.8.1. Grouping Rows
 - Lesson 14.8.2. Grouping Columns
 - Lesson 14.8.3. Subtotals
- Lecture 14.9. Data Validation I: Numbers, List and Dates
 - Lesson 14.9.1. Numbers Validation
 - Lesson 14.9.2. Drop-Down List
 - Lesson 14.9.3. Date and Time Validation
- Lecture 14.10. Data Validation: Text, Custom and Replication
 - Lesson 14.10.1. Text Validation
 - Lesson 14.10.2. Custom Formula Rule
 - Lesson 14.10.3. Validation Rules Replication
- Lecture 14.11. Importing and Exporting Data
 - Lesson 14.11.1. Importing Data from File
 - Lesson 14.11.2. Importing from Web

MASTERING EXCEL BY AZIZ ISSA

Section 15. Database Functions

- Lecture 15.1. Scope of the Section
- Lecture 15.2. Subtotal Function
 - Lesson 15.2.1. Subtotal Function
- Lecture 15.3. Database (Dynamic) Statistical Functions
 - Lesson 15.3.1. DSUM Function
 - Lesson 15.3.2. DAVERAGE Function
 - Lesson 15.3.3. DCOUNT Function
 - Lesson 15.3.4. Dynamic
- Lecture 15.4. Search Functions: VLookup and HLookup
 - Lesson 15.4.1. VLookup
 - Lesson 15.4.2. HLookup
- Lecture 15.5. Search Functions: Index and Match
 - Lesson 15.5.1. Index Function – Array Form
 - Lesson 15.5.2. Index Function – Reference Form
 - Lesson 15.5.3. Match Function
- Lecture 15.6. Combining Index and Match Functions
 - Lesson 15.6.1. Introduction
 - Lesson 15.6.2. Drop-Down Lists
 - Lesson 15.6.3. Match Function
 - Lesson 15.6.4. Index Function
 - Lesson 15.6.5. Nesting Functions
- Lecture 15.7. Combining Index and VLookup Functions
 - Lesson 15.7.1. Introduction
 - Lesson 15.7.2. Index Function
 - Lesson 15.7.3. VLookup Function – Branch Number
 - Lesson 15.7.4. VLookup Function – Month Number
- Lecture 15.8. New Search Functions: XLookup and Xmatch
 - Lesson 15.8.1. XLookup Vertical Search
 - Lesson 15.8.2. XLookup Horizontal Search
 - Lesson 15.8.3. XMatch

Section 16. Pivot Tables

- Lecture 16.1. Scope of the Section
- Lecture 16.2. Creating a Pivot Table
 - Lesson 16.2.1. Introduction
 - Lesson 16.2.2. Creating a Pivot Table
 - Lesson 16.2.3. Filters
- Lecture 16.3. Reconfiguring and Restyling
 - Lesson 16.3.1. Reconfiguring a Pivot Table
 - Lesson 16.3.2. Subtotals and Grand Totals
 - Lesson 16.3.3. Layout and Styles
- Lecture 16.4. Field Settings
 - Lesson 16.4.1. Values Fields
 - Lesson 16.4.2. Item Fields
- Lecture 16.5. Calculated Fields and Items
 - Lesson 16.5.1. Calculated Fields

MASTERING EXCEL BY AZIZ ISSA

- Lesson 16.5.2. Calculated Items
- Lecture 16.6. Grouping under Pivot Tables
 - Lesson 16.6.1. Date Grouping
 - Lesson 16.6.2. General Grouping
 - Lesson 16.6.3. Columns Grouping
- Lecture 16.7. Slicer and Timeline Filters
 - Lesson 16.7.1. Slicer Filter
 - Lesson 16.7.2. Timeline Filter
- Lecture 16.8. Pivot Charts
 - Lesson 16.8.1. Inserting a Chart
 - Lesson 16.8.2. General Tasks

Section 17. Power Pivot

- Lecture 17.1. Scope of the Section
- Lecture 17.2. Power Pivot Add-in Installation
 - Lesson 17.2.1. Add-In Installation
- Lecture 17.3. Database Notions
 - Lesson 17.3.1. Introduction
 - Lesson 17.3.2. Relational Database
 - Lesson 17.3.3. Defining Lists as Tables
- Lecture 17.4. Data Model and Relationships
 - Lesson 17.4.1. Adding Tables to the Data Model
 - Lesson 17.4.2. Pivot Table out of a Data Model
- Lecture 17.5. Power Pivot Calculated Fields
 - Lesson 17.5.1. Introduction
 - Lesson 17.5.2. New Field and Calculations
 - Lesson 17.5.3. Calculated Fields in Pivot Tables
- Lecture 17.6. KPIs - Key Performance Indicators
 - Lesson 17.6.1. Introduction
 - Lesson 17.6.2. Creating KPIs
 - Lesson 17.6.3. Pivot Tables and KPIs

Section 18. What If Analysis

- Lecture 18.1. Scope of the Section
- Lecture 18.2. Goal Seek
 - Lesson 18.2.1. Goal Seek
- Lecture 18.3. Scenario Manager
 - Lesson 18.3.1. Storing Scenarios
 - Lesson 18.3.2. Managing Scenarios
- Lecture 18.4. Data Table
 - Lesson 18.4.1. Data Table
- Lecture 18.5. Solver
 - Lesson 18.5.1. The Equation
 - Lesson 18.5.2. Activating the Solver
 - Lesson 18.5.3. Solving the Equation
 - Lesson 18.5.4. Restricting Variables to Integers

MASTERING EXCEL BY AZIZ ISSA

Section 19. Macros

- Lecture 19.1. Scope of the Section
- Lecture 19.2. Recording a Macro
 - Lesson 19.2.1. Developer Tab (how to activate it)
 - Lesson 19.2.2. Recording a Macro
 - Lesson 19.2.3. Running a Macro
 - Lesson 19.2.4. The Codification
- Lecture 19.3. Building a Complex Macro
 - Lesson 19.3.1. Planning a Macro
 - Lesson 19.3.2. Recording Step by Step
- Lecture 19.4. Editing a Macro
 - Lesson 19.4.1. Improving a Macro
 - Lesson 19.4.2. Input Box
 - Lesson 19.4.3. Message Box
- Lecture 19.5. Buttons in the Ribbon
 - Lesson 19.5.1. Location of the Macros
 - Lesson 19.5.2. Placing Buttons in the Ribbon

Section 20. Graphical Objects

- Lecture 20.1. Scope of the Section
- Lecture 20.2. Insert and Resize Objects
 - Lesson 20.2.1. Pictures
 - Lesson 20.2.2. Shapes
 - Lesson 20.2.3. Icons
- Lecture 20.3. SmartArt
 - Lesson 20.3.1. Inserting a SmartArt
 - Lesson 20.3.2. Restyling a SmartArt
- Lecture 20.4. Dynamic Content in Objects
 - Lesson 20.4.1. Dynamic Content in Objects
 - Lesson 20.4.2. Multiline Dynamic Content
 - Lesson 20.4.3. Dynamic Content for Objects in Another Worksheets

Section 21. Conclusion

- Lecture 21.1. We'll Keep in Touch