



# Yoda Learning Course Outline

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# Excel Ninja

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Course Curriculum

## Section 1: Handpicked Ninja Shortcuts

No.	Topic Name	Duration
01	Introduction	5:12
02	0101 How to use this section?	1:17
03	0102 The "ONE" Universal shortcut & a faster Copy-Paste technique	3:23
04	0103 AutoFill selected cell(s) with pre-defined formula/text/no.	1:16
05	0104 Navigating across Worksheets; Data Table selection & manoeuvring	4:34
06	0105 Adding/Deleting/Selecting Rows/Columns	3:07
07	0106 For "Formula" One Speedstars	6:20
08	0107 Formatting cells	4:39
09	0108 Using Quick Access Toolbar (QAT)	4:45
10	0109 Formula auditing magic	4:51
11	Excel Shortcut Quiz #1	Play

## Section 2: Formula Warm-Up

No.	Topic Name	Duration
01	0201 MAX() in Financial Modeling	2:44
02	0202 LARGE() & SMALL() - for bidding/auction pricing strategies	2:38
03	0203 Advanced ROUND() Tricks with ROUNDUP() & ROUNDDOWN() - 1 of 2	3:34
04	0204 Advanced ROUND() Tricks with ROUNDUP() & ROUNDDOWN() - 2 of 2	6:38
05	0205 COUNT() vs. COUNTA() vs. COUNTBLANK() vs. COUNTIFS()	3:20
06	0206 SUMPRODUCT() for weighted average computation	3:34
07	0207 POWER() vs. Caret sign ( ^ )	2:29
08	Excel Formula Warm-Up Quiz #2	Play

## Section 3: Formatting Tricks

No.	Topic Name	Duration
01	0301 Formatting Tricks incl. Special Custom Formats	5:18
02	0302 Format Painter - "Uninterrupted Click-ability"	1:56
03	0303 Defining Cell Style - for "one-click" universal change	4:02
04	0304 Transferring (Merging) Cell Style from one workbook to another	1:15
05	0305 Cell drag-n-drop Auto Fill Options + Activation Setting	1:19
06	0306 Cell drag-n-drop Auto Fill Options - Yr-end, Month-end, AlphaNumeric, Fill - Justify	2:47
07	0307 Cell drag-n-drop Auto Fill Options vs. EOMONTH() - End of Year/Quarter/Month	1:11
08	0308 Paste Special - Transpose vs. TRANSPOSE()	4:19
09	Excel Formatting Tricks Quiz #3	Play

## Section 4: Cell Referencing (\$) - Relative & Absolute

No.	Topic Name	Duration
01	0401 Cell Referencing (\$) - 1 of 2	3:02
02	0402 Cell Referencing (\$) - 2 of 2	3:20
03	Cell Referencing using - Practice 1	4:22
04	Cell Referencing using - Practice 2	4:34
05	Cell Referencing using - Special Trick	2:49
06	Excel Cell Referencing Quiz #4	Play

## Section 5: Go To - Special "magic wand"

No.	Topic Name	Duration
01	0501 Go To (Special) - Formulas with Errors	2:40
02	0502 Go To (Special) - Formulas without Errors	2:02
03	0503 Go To (Special) w. Ctrl+Enter	2:08
04	0504 Go To (Special) - Fill Intermittent Blank Cells - Case 1	6:00
05	0505 Go To (Special) - Fill Intermittent Blank Cells - Case 2	2:04
06	0506 Go To (Special) - Visible Cells w. Shortcut	2:24
07	Short Excel Go To - Special Quiz #5	Play

## Section 6: Sort (Vertical, Horizontal, Custom), Filter & Advanced Filter

No.	Topic Name	Duration
01	0601 Vertical Sort - 1-level & 2-level	2:24
02	0602 Custom Sort	5:18
03	0603 Sort Trick - add alternate blank rows in-between existing rows	2:58
04	0604 Horizontal Sorting (Left to Right) - auto-realigning 100s of columns	3:29
05	0605 Filter - Basics	3:37
06	0606 Filter - Choosing the dataset correctly	1:25
07	0607 Filter analysis w. shortcuts	2:52
08	0608 Filter - SUBTOTAL() for calculations	5:06
09	0609 Filter - SUBTOTAL() 9 vs. 109 series	2:40
10	0610 Filter - Applying 2 or more Filters simultaneously on the same sheet	2:19

No.	Topic Name	Duration
11	0611 Filter - Color Filter & Text Filter	1:13
12	0612 Advanced Filter - Basics	4:30
13	0613 Advanced Filter - Differential Criteria	4:11
14	0614 Advanced Filter - More parameters	3:09
15	Excel Sort, Filter & Advanced Filter Quiz #6	Play

## Section 7: Working with Dates

No.	Topic Name	Duration
01	0701 Dates - Important Concepts 1 of 2	3:16
02	0702 Dates - Important Concepts 2 of 2	4:06
03	0703 Date Formulas - DAY(), MONTH(), YEAR(), DATE()	2:15
04	0704 Date Formulas - TEXT()	3:06
05	0705 Date Formulas - WEEKDAY(), WORKDAY(), NETWORKDAYS()	3:52
06	0706 Date Formulas - WORKDAY.INTL() for deadline/due date calculations w. custom weekends/holidays	4:53
07	0707 Date Formulas - NETWORKDAY.INTL() for no. of business days calculations w. custom weekends/holidays	1:44
08	Excel Date Quiz #7_1	Play
09	0708 Date Formulas - TODAY() and NOW() w. Shortcut	1:29
10	0709 Date Formulas - EOMONTH() for Financial Modeling, Budgets, Due Dates	3:41
11	0710 Date Formulas - EDATE() for Financial Modeling, Budgets, Due Dates	3:55
12	Excel Date Quiz #7_2	Play

## Section 8: Data (Cell Input) Validation

No.	Topic Name	Duration
01	0801 Data Validation - Drop Down List using hard coded text & pre-defined range	2:37
02	0802 Data Validation - Drop Down List using named range	3:51
03	0803 Data Validation - Numbers w. Error Alert and Input Message	1:36
04	0804 Data Validation - Dates w. Error Alert and Circle Invalid Data	3:52
05	0805 Data Validation - Text Length w. Error Alert	1:35
06	0806 Data Validation - Custom w. formula logic	2:01
07	Excel Data Validation Quiz #8	Play

## Section 9: Setting up work area view

No.	Topic Name	Duration
01	0901 Grouping/UnGrouping Columns and Rows - 1 of 2	2:58
02	0902 Grouping/UnGrouping Columns and Rows - 2 of 2	0:401
03	0903 Grouping Trick: Changing placement of Grouping Button	1:40
04	0904 Cell Gridlines: Turning On/Off	0:49
05	0905 - Trick - Hide or Unhide Rows and Columns and Freeze panes	5:31
06	Excel View (Freeze Panes) Quiz #9	Play

## Section 10: Pivot Table

No.	Topic Name	Duration
01	1001 Pivot Table - Why should you learn?	3:58
02	1002 Pivot Table - Pre-requisites	2:25
03	1003 Pivot Table - How to create one?	2:40
04	1004 Pivot Table - Exploring Pivot Table grid (Fields)	3:21
05	1005 Pivot Table - Value Field Settings - "Summarize Values By" - Sum, Average, Count, Max etc.	5:06
06	1006 Pivot Table - Value Field Settings - "Show Values As" - Percentage (%) of Grand Total	2:22
07	1007 Pivot Table - Value Field Settings - "Show Values As" - Percentage (%) of Column/Row Total	4:50
08	Excel Pivot Table Quiz #10_2	Play
09	Excel Pivot Table Quiz #10_1	Play
10	1008 Pivot Table - Grouping - Numbers	3:38
11	1009 Pivot Table - Grouping - Dates [Years, Months etc.]	4:09
12	1010 Pivot Table - Grouping - Text	3:36
13	1011 Pivot Table - Refresh vs. Refresh All, Change Data Source and creating Dynamic Table Data Source	6:19
14	1012 Pivot Table - Auto Refresh	0:14
15	1013 Pivot Table - Pivot Chart Shortcut and Sparklines	2:13
16	1014 Pivot Table - Drill Down option	0:59
17	1015 Pivot Table - Report Filter - Generating 100s of reports in few seconds	3:39
18	Excel Pivot Table Quiz #10_3	Play
19	1016 Pivot Table - Slicer vs. Report Filter	2:33
20	1017 Pivot Table - Practice - Sales Data Analysis - 1 of 2I (% , Grouping, Chart, Report Filter Pages)	7:57
21	1018 Pivot Table - Practice - Sales Data Analysis - 2 of 2 (Slicer)	3:09
22	1019 Pivot Table - Practice - Closing Stock Analysis	7:01
23	Excel Pivot Table Quiz #10_4	Play



## Section 11: Lookups (1D, 2D, 3D, Reverse) & Conditional Calculations (Sum, Average, Count, Special Running Total)

No.	Topic Name	Duration
1	1101 VLOOKUP() for Starters	7:59
2	1102 VLOOKUP w. TRUE vs. FALSE	7:17
3	1103 VLOOKUP w. TRUE - applications	6:01
4	1104 HLOOKUP() vs. VLOOKUP()	2:45
5	1105 MATCH() - Basics	3:38
6	1106 MATCH() match_type: -1 vs. 0 vs. 1	3:46
7	1107 2-D Lookup (Vertical + Horizontal) - VLOOKUP w. MATCH	5:54
8	1108 2-D Lookup - VLOOKUP w. MATCH - Framework	1:18
9	1109 2-D Lookup - VLOOKUP w. MATCH - Common Mistake #1	3:51
10	1110 2-D Lookup - VLOOKUP w. MATCH - Common Mistake #2	2:20
11	1111 2-D Lookup - VLOOKUP w. MATCH - Practice Exercise	6:13
12	1112 2-D Lookup (Horizontal + Vertical) - HLOOKUP w. MATCH	6:49
13	1113 INDIRECT() - Basics	4:24
14	1114 INDIRECT() w. Range Naming - Applications	6:02
15	1115 3-D Lookup - VLOOKUP() w. MATCH() w. INDIRECT() - Question	3:39
16	1116 3-D Lookup - VLOOKUP() w. MATCH() w. INDIRECT() - Answer	7:11
17	1117 Reverse Lookup - Question	3:27

No.	Topic Name	Duration
18	1118 Reverse Lookup - INDEX() w. MATCH() - 1 of 2	8:12
19	1119 Reverse Lookup - INDEX() w. MATCH() - 2 of 2	4:07
20	1120 SUMIFS(): Conditional Summation (1 criteria)	4:28
21	1121 SUMIFS(): Conditional Summation (2 criteria)	4:12
22	1122 SUMIFS(): Conditional Summation (3 criteria) w. date range	5:20
23	1123 SUMIFS(): Condition based Selective Cumulative Running Total	5:31
24	1124 COUNTIFS() - Single/Multiple Criteria: Duplicate Count, Instance No.	6:10
25	1125 AVERAGEIFS()	1:23
26	OFFSET() with MATCH()	15:08
27	Excel Lookup Quiz #11_1	Play
28	Excel Lookup Quiz #11_2	Play
29	Excel Lookup Quiz #11_3	Play
30	Excel Lookup Quiz #11_4	Play
31	Excel Lookup Quiz #11_5	Play
32	Excel Lookup Quiz #11_6	Play
33	Excel Lookup Quiz #11_7	Play
34	Fuzzy Lookup	1:29

## Section 12: Data Cleaning / "Sanitizing" & Text Formulas

No.	Topic Name	Duration
01	1201 Text Formulas – Change Case using UPPER(), PROPER() & LOWER()	1:42
02	1202 Text Formulas – Remove Leading, Trailing & excess Intermittent spaces using TRIM()	1:43
03	1203 Text Formulas – Using LEN() & TRIM() together	1:33
04	1204 Text Formulas – T(), N() & VALUE()	3:16
05	1205 Text Formulas – REPT() for artificial Column Chart in a Cell	1:14
06	1206 Text Formulas – REPT() & LEN() for adding leading zeroes before incomplete Cheque Nos.	4:30
07	1207 Joining data strings using CONCATENATE	4:55
08	1208 Find & Replace – Using Wildcard character ( * )	3:08
09	1209 Find & Replace – Using Wildcard character ( ? )	2:23
10	1210 Find & Replace – Neutralising Wildcard characters to remove them from data	2:38
11	1211 Find & Replace – Word vs. Excel	6:06
12	1212 Find & Replace – Cell Format	4:31
13	1213 Text to Columns – Basics (Delimited)	2:50
14	1214 Text to Columns – Basics (Fixed Width) + Hidden Trick	4:06
15	1215 Text to Columns – Cleaning up numbers w. trailing minus sign	2:33
16	1216 Text to Columns – Cleaning up numbers w. leading "Dr/Cr" text	2:02
17	1217 Text to Columns – Correcting invalid Dates (DMY)	3:24
18	1218 Text to Columns – Correcting invalid Dates (YMD)	3:18
19	1219 Text Formulas – LEFT(), RIGHT() & SEARCH() - 1 of 2	4:19
20	1220 Text Formulas – LEFT(), RIGHT() & SEARCH() - 2 of 2	2:26

No.	Topic Name	Duration
21	1221 Text Formulas – MID() & LEN()	3:42
22	1222 Text Formulas – REPLACE() & SUBSTITUTE()	7:13
23	1223 FlashFill for Data Cleaning in Excel	7:21
24	Excel Data Cleaning Quiz #12_1	Play
25	Excel Data Cleaning Quiz #12_2	Play
26	Excel Data Cleaning Quiz #12_3	Play
27	Excel Data Cleaning Quiz #12_4	Play
28	Excel Data Cleaning Quiz #12_5	Play

## Section 13: Logical Formulas - Single & Combo

No.	Topic Name	Duration
01	1301 Logical formulas: ISNUMBER(), ISTEXT(), ISBLANK(), ISERROR(), ISFORMULA()	4:18
02	1302 Logical formulas: Basics of IF() and Nested IF()	5:19
03	1303 Logical formulas: AND(), OR()	5:15
04	1304 Logical formulas: Combining IF() w. AND() & OR()	3:35
05	Excel Logical Formula Quiz #12_1	Play
06	Excel Logical Formula Quiz #12_2	Play

## Section 14: Conditional Formatting

No.	Topic Name	Duration
01	1401 Conditional Formatting: Actual vs. Budget Comparison through Arrows	5:47
02	1402 Conditional Formatting: w. Drop-down list based Input	3:15

No.	Topic Name	Duration
03	1403 Conditional Formatting: Data Bars, Color Scales, Icon Sets	2:30
04	1404 Conditional Formatting: Blanks, Errors, Values, Duplicates	5:03
05	1405 Conditional Formatting: Formula based (Colored rows based in user input)	4:12
06	1406 Conditional Formatting: Formula based w. AND() - 2-way input Coloring	5:22
07	1407 Conditional Formatting: Formula based w. COUNTIFS() - Highlighting inputs if from restricted list	4:14
08	Excel Conditional Formatting Quiz #14_1	Play
09	Excel Conditional Formatting Quiz #14_2	Play

## Section 15: What-If Analysis

No.	Topic Name	Duration
01	1501 What IF Analysis – Using Form Control Buttons from Developer Tab (Spin Bar, Scroll Bar)	5:09
02	1502 What IF Analysis – Limitations of Spin Bar, Scroll Bar	4:03
03	Excel What-If Analysis Quiz #15_1	Play
04	1503 What IF Analysis – Scenario Managers	6:59
05	1504 What IF Analysis – Goal Seek	4:33
06	Excel What-If Analysis Quiz #15_2	Play
07	1505 What IF Analysis – Data Tables Basics (Sensitivity Analysis) - 2 Inputs & 1 Output	8:22
08	1506 What IF Analysis – Data Tables Basics (Sensitivity Analysis) - with PMT for Loan EMI	5:22
09	1507 What IF Analysis – Data Tables Basics (Sensitivity Analysis) - 2 Inputs & multiple Output - Question	2:39
10	1508 What IF Analysis – Data Tables Basics (Sensitivity Analysis) - 2 Inputs & multiple Output - Answer	10:08

## Section 16: Subtotal & 3D Data Consolidation

No.	Topic Name	Duration
01	1601 Subtotal - Creating a 1-level SubTotal on a Sorted list	5:34
02	1602 Subtotal - Deleting a SubTotal	1:16
03	1603 Subtotal - Creating a 2-level SubTotal on a Sorted list	4:28
04	1604 Subtotal - Coloring the Subtotal rows with different Color	1:44
05	1605 Consolidate - 2 Dimensions	4:07
06	1606 Consolidate - 3 Dimensions	7:55
07	Excel Subtotal and Data Consolidation Quiz #16	Play

## Section 17: Workbook & Worksheet Security

No.	Topic Name	Duration
01	1701 Cell level Security	6:41
02	1702 Cell level Security Challenge	3:02
03	1703 Sheet level Security	5:38
04	1704 File level Security	2:46
05	Excel Workbook & Worksheet Security Quiz #17	Play

## Section 18: Printing

No.	Topic Name	Duration
01	1801 Printing - Rows to Repeat at Top (Print Titles)	2:19
02	1802 Printing - Gridlines	1:14

No.	Topic Name	Duration
03	Excel Printing Quiz #18_1	Play
04	1803 Printing - Custom Header & Footer	2:53
05	1804 Printing - Page Order - Vertical vs. Horizontal	2:12
06	Excel Printing Quiz #18_2	Play
07	1805 Printing - Tricks for Financial Analysts - Check underlying formulas	1:48
08	1806 Printing - Tricks for Financial Analysts - Cell Comments	1:47
09	1807 Printing - Print Entire Workbook	0:59
10	Excel Printing Quiz #18_3	Play

## Section 19: Multiple Windows, Comments, Hyperlinking

No.	Topic Name	Duration
01	1901 Comments - Shortcuts, Inserting Picture in Comment Box	4:23
02	1902 Split Windows, Viewing multiple Windows - For working with different workbooks, worksheets & scattered cell ranges simultaneously	7:08
03	1903 Hyperlinking (Ctrl+K)	3:34
04	Excel Multiple Windows, Comments, Hyperlinking Quiz #19	Play

## Section 20: Excel Arrays

No.	Topic Name	Duration
01	Basics of Array Formula (Ctrl Shift Enter) - Example 1	3:16
02	Basics of Array Formula (Ctrl Shift Enter) - Example 2	1:21
03	Building MAX IF and MIN IF with one condition - Example 1	6:31

No.	Topic Name	Duration
04	Building MAX IF and MIN IF with one condition - Example 2	5:32
05	Array Formula using MAX() MIN() and IF() - 2 criteria	6:13
06	Find the four earliest dates using SMALL() and IF()	4:14
07	Calculating SUM of Top 3 numbers	2:16
08	SUMPRODUCT - Add numbers from next column	8:21
09	Finding Overlapping Dates using SUMPRODUCT - Part 1 of 2	4:46
10	Finding Overlapping Dates using SUMPRODUCT - Part 2 of 2	3:23
11	Extract unique values from a range in excel	2:14

## Section 21: Advanced Charts

No.	Topic Name	Duration
01	Charts - Basic Settings 01	5:18
02	Charts - Basic Settings 02	6:23
03	Trendline 01	3:18
04	Thermo 01	5:36
05	Thermo 02	6:20
06	2 axis - Basics with Ghostlines	4:23
07	Horizontal bar 01	4:33
08	100 percent stacked bar	4:47
09	Waterfall - Demo	5:09
10	Waterfall - Logic	6:52
11	Waterfall - 01	6:28
12	Waterfall - 02	6:04
13	Combo - BHP	7:20
14	Stacked 100 column 80-20	3:17
15	Ringed doughnut	3:47
16	Thermo 01	4:57



No.	Topic Name	Duration
17	Radar	4:57
18	Gantt 01	5:04
19	Charts aesthetics 01 - 07	7:32
20	Chart Lending Company 01	7:57
21	Chart Lending Company 02	3:52
22	Tornado or Butterfly Chart	7:57

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