

Excel & Analytics Courses

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Excel Ninja

SN	Lecture Name	Duration
Section 1: Ninja Shortcuts		
01	0000 Introduction	5:02
02	0101 How to use this section?	1:03
03	0102 The "ONE" Universal shortcut & a faster Copy-Paste technique	3:04
04	0103 AutoFill selected cell(s) with pre-defined formula/text/no.	1:03
05	0104 Navigating across Worksheets; Data Table selection & manoeuvring	4:05
06	0105 Adding/Deleting/Selecting Rows/Columns	3:01
07	0106 For "Formula" One Speedstars	6:03
08	0107 Formatting cells	4:06
09	0108 Using Quick Access Toolbar (QAT)	4:07
10	0109 Formula auditing magic	4:09
Section 2: Business Math Calculations		
11	0201 MAX() in Financial Modeling	2:07
12	0202 LARGE() & SMALL() - for bidding/auction pricing strategies	2:06
13	0203 Advanced ROUND() Tricks with ROUNDUP() & ROUNDDOWN() - 1 of 2	3:07
14	0204 Advanced ROUND() Tricks with ROUNDUP() & ROUNDDOWN() - 2 of 2	6:06
15	0205 COUNT() vs. COUNTA() vs. COUNTBLANK() vs. COUNTIFS()	3:03
16	0206 SUMPRODUCT() for weighted average computation	3:06
17	0207 POWER() vs. Caret sign (^)	2:06
Section 3: Formatting Tricks		
18	0301 Formatting Tricks incl. Special Custom Formats	5:03
19	0302 Format Painter - "Uninterrupted Click-ability"	1:09
20	0303 Defining Cell Style - for "one-click" universal change	4:00
21	0304 Transferring (Merging) Cell Style from one workbook to another	1:03
22	0305 Cell drag-n-drop Auto Fill Options + Activation Setting	1:03
23	0306 Cell drag-n-drop Auto Fill Options - Yr-end, Month-end, AlphaNumeric, Fill - Justify	2:08
24	0307 Cell drag-n-drop Auto Fill Options vs. EOMONTH() - End of Year/Quarter/Month	1:02
25	0308 Paste Special - Transpose vs. TRANSPOSE()	4:03
Section 4: Formula Pre-Requisite		
26	0401 Cell Referencing (\$) - 1 of 2	3:00
27	0402 Cell Referencing (\$) - 2 of 2	3:03
Section 5: Special Cell selections		
28	0501 Go To (Special) - Formulas with Errors	2:07
29	0502 Go To (Special) - Formulas without Errors	2:00
30	0503 Go To (Special) w. Ctrl+Enter	2:01
31	0504 Go To (Special) - Fill Intermittent Blank Cells - Case 1	6:00
32	0505 Go To (Special) - Fill Intermittent Blank Cells - Case 2	2:01
33	0506 Go To (Special) - Visible Cells w. Shortcut	2:04

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Section 6: Sort & Filter		
34	0601 Vertical Sort - 1-level & 2-level	2:04
35	0602 Custom Sort	5:03
36	0603 Sort Trick - add alternate blank rows in-between existing rows	3:00
37	0604 Horizontal Sorting (Left to Right) - auto-realigning 100s of columns	3:05
38	0605 Filter - Basics	3:06
39	0606 Filter - Choosing the dataset correctly	1:04
40	0607 Filter analysis w. shortcuts	2:09
41	0608 Filter - SUBTOTAL() for calculations	5:01
42	0609 Filter - SUBTOTAL() 9 vs. 109 series	2:07
43	0610 Filter - Applying 2 or more Filters simultaneously on the same sheet	2:03
44	0611 Filter - Color Filter & Text Filter	1:02
45	0612 Advanced Filter - Basics	4:05
46	0613 Advanced Filter - Differential Criteria	4:02
47	0614 Advanced Filter - More parameters	3:01
Section 7: Working with Dates		
48	0701 Dates - Important Concepts 1 of 2	3:03
49	0702 Dates - Important Concepts 2 of 2	4:01
50	0703 Date Formulas - DAY(), MONTH(), YEAR(), DATE()	2:02
51	0704 Date Formulas - TEXT()	3:01
52	0705 Date Formulas - WEEKDAY(), WORKDAY(), NETWORKDAYS()	3:09
53	0706 Date Formulas - WORKDAY.INTL() for deadline/due date calculations w. custom weekends/holidays	4:09
54	0707 Date Formulas - NETWORKDAYS.INTL() for no. of business days calculations w. custom weekends/holidays	1:07
55	0708 Date Formulas - TODAY() and NOW() w. Shortcut	1:05
56	0709 Date Formulas - EOMONTH() for Financial Modeling, Budgets, Due Dates	3:07
57	0710 Date Formulas - EDATE() for Financial Modeling, Budgets, Due Dates	3:09
Section 8: Data Input		
58	0801 Data Validation - Drop Down List using hard coded text & pre-defined range	2:06
59	0802 Data Validation - Drop Down List using named range	3:08
60	0803 Data Validation - Numbers w. Error Alert and Input Message	1:06
61	0804 Data Validation - Dates w. Error Alert and Circle Invalid Data	3:09
62	0805 Data Validation - Text Length w. Error Alert	1:06
63	0806 Data Validation - Custom w. formula logic	2:00
Section 9: Organising Data		
64	0901 Grouping/UnGrouping Columns and Rows - 1 of 2	3:00
65	0902 Grouping/UnGrouping Columns and Rows - 2 of 2	0:07
66	0903 Grouping Trick: Changing placement of Grouping Button	1:07
67	0904 Cell Gridlines: Turning On/Off	0:08
68	0905 Trick - Hide/Unhide Rows and Columns and Freeze panes	5:05
Section 10: Pivot Table		
69	1001 Pivot Table - Why should you learn?	4:00

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70	1002 Pivot Table - Pre-requisites	2:04
71	1003 Pivot Table - How to create one?	2:07
72	1004 Pivot Table - Exploring Pivot Table grid (Fields)	3:03
73	1005 Pivot Table - Value Field Settings - "Summarize Values By" - Sum, Average, Count, Max etc.	5:01
74	1006 Pivot Table - Value Field Settings - "Show Values As" - Percentage (%) of Grand Total	2:04
75	1007 Pivot Table - Value Field Settings - "Show Values As" - Percentage (%) of Column/Row Total	2:04
76	1008 Pivot Table - Grouping - Numbers	3:06
77	1009 Pivot Table - Grouping - Dates [Years, Months etc.]	4:01
78	1010 Pivot Table - Grouping - Text	3:06
79	1011 Pivot Table - Refresh vs. Refresh All, Change Data Source and creating Dynamic Table Data Source	6:03
80	1012 Pivot Table - Auto Refresh	0:07
81	1013 Pivot Table - Pivot Chart Shortcut and Sparklines	2:02
82	1014 Pivot Table - Drill Down option	1:00
83	1015 Pivot Table - Report Filter - Generating 100s of reports in few seconds	3:06
84	1016 Pivot Table - Slicer vs. Report Filter	2:05
85	1017 Pivot Table - Practice - Sales Data Analysis - 1 of 2! (% , Grouping, Chart, Report Filter Pages)	3:01
86	1018 Pivot Table - Practice - Sales Data Analysis - 2 of 2 (Slicer)	3:01
87	1019 Pivot Table - Practice - Closing Stock Analysis	7:00
Section 11: Lookup & Conditional Calculations		
88	1101 VLOOKUP() for Starters	7:09
89	1102 VLOOKUP w. TRUE vs. FALSE	7:03
90	1103 VLOOKUP w. TRUE - applications	6:00
91	1104 HLOOKUP() vs. VLOOKUP()	2:07
92	1105 MATCH() - Basics	3:06
93	1106 MATCH() match_type: -1 vs. 0 vs. 1	3:08
94	1107 2-D Lookup (Vertical + Horizontal) - VLOOKUP w. MATCH	5:09
95	1108 2-D Lookup - VLOOKUP w. MATCH - Framework	1:03
96	1109 2-D Lookup - VLOOKUP w. MATCH - Common Mistake #1	3:08
97	1110 2-D Lookup - VLOOKUP w. MATCH - Common Mistake #2	2:03
98	1111 2-D Lookup - VLOOKUP w. MATCH - Practice Exercise	6:02
99	1112 2-D Lookup (Horizontal + Vertical) - HLOOKUP w. MATCH	6:08
100	1113 INDIRECT() - Basics	4:03
101	1114 INDIRECT() w. Range Naming - Applications	6:00
102	1115 3-D Lookup - VLOOKUP() w. MATCH() w. INDIRECT() - Question	4:03
103	1116 3-D Lookup - VLOOKUP() w. MATCH() w. INDIRECT() - Answer	7:02
104	1117 Reverse Lookup - Question	3:04
105	1118 Reverse Lookup - INDEX() w. MATCH() - 1 of 2	8:02
106	1119 Reverse Lookup - INDEX() w. MATCH() - 2 of 2	6:01

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107	1120 SUMIFS(): Conditional Summation (1 criteria)	4:04
108	1121 SUMIFS(): Conditional Summation (2 criteria)	4:02
109	1122 SUMIFS(): Conditional Summation (3 criteria) w. date range	5:03
110	1123 SUMIFS(): Condition based Selective Cumulative Running Total	5:05
111	1124 COUNTIFS() - Single/Multiple Criteria: Duplicate Count, Instance No.	6:01
112	1135 OFFSET() with MATCH()	15:00
Section 12: Data Cleaning		
113	1201 Text Formulas – Change Case using UPPER(), PROPER() & LOWER()	1:07
114	1202 Text Formulas – Remove Leading, Trailing & excess Intermittent spaces using TRIM()	1:07
115	1203 Text Formulas – Using LEN() & TRIM() together	1:05
116	1204 Text Formulas – T(), N() & VALUE()	3:03
117	1205 Text Formulas – REPT() for artificial Column Chart in a Cell	1:02
118	1206 Text Formulas – REPT() & LEN() for adding leading zeroes before incomplete Cheque Nos.	4:05
119	1207 Joining data strings using CONCATENATE, & - to be updated	5:00
120	1208 Find & Replace – Using Wildcard character (*)	3:01
121	1209 Find & Replace – Using Wildcard character (?)	3:01
122	1210 Find & Replace – Neutralising Wildcard characters to remove them from data	2:06
123	1211 Find & Replace – Word vs. Excel	6:01
124	1212 Find & Replace – Cell Format	4:05
125	1213 Text to Columns – Basics (Delimited)	2:08
126	1214 Text to Columns – Basics (Fixed Width) + Hidden Trick	4:01
127	1215 Text to Columns – Cleaning up numbers w. trailing minus sign	2:05
128	1216 Text to Columns – Cleaning up numbers w. leading "Dr/Cr" text	2:00
129	1217 Text to Columns – Correcting invalid Dates (DMY)	3:04
130	1218 Text to Columns – Correcting invalid Dates (YMD)	3:03
131	1219 Text Formulas – LEFT(), RIGHT() & SEARCH() - 1 of 2	4:03
132	1220 Text Formulas – LEFT(), RIGHT() & SEARCH() - 2 of 2	2:04
133	1221 Text Formulas – MID() & LEN()	3:07
134	1222 Text Formulas – REPLACE() & SUBSTITUTE()	7:00
Section 13: Logical Formula		
135	1301 Logical formulas: ISNUMBER(), ISTEXT(), ISBLANK(), ISERROR(), ISFORMULA()	4:03
136	1302 Logical formulas: Basics of IF() and Nested IF()	5:03
137	1303 Logical formulas: AND(), OR()	5:02
138	1304 Logical formulas: Combining IF() w. AND() & OR()	3:06
Section 14: Conditional Formatting		
139	1401 Conditional Formatting: Actual vs. Budget Comparison through Arrows	5:08
140	1402 Conditional Formatting: w. Drop-down list based Input	3:02
141	1403 Conditional Formatting: Data Bars, Color Scales, Icon Sets	2:05
142	1404 Conditional Formatting: Blanks, Errors, Values, Duplicates	5:00
143	1405 Conditional Formatting: Formula based (Colored rows based in user input)	4:02
144	1406 Conditional Formatting: Formula based w. AND() - 2-way input Coloring	5:03

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145	1407 Conditional Formatting: Formula based w. COUNTIFS() - Highlighting inputs if from restricted list	4:02
Section 15: What-If Analysis		
146	1501 What IF Analysis – Using Form Control Buttons from Developer Tab (Spin Bar, Scroll Bar)	5:01
147	1502 What IF Analysis – Limitations of Spin Bar, Scroll Bar	4:00
148	1503 What IF Analysis – Scenario Managers	7:00
149	1504 What IF Analysis – Goal Seek	4:05
150	1505 What IF Analysis – Data Tables Basics (Sensitivity Analysis) - 2 Inputs & 1 Output	8:03
151	1506 What IF Analysis – Data Tables Basics (Sensitivity Analysis) - with PMT for Loan EMI	5:03
152	1507 What IF Analysis – Data Tables Basics (Sensitivity Analysis) - 2 Inputs & multiple Output - Question	8:03
153	1508 What IF Analysis – Data Tables Basics (Sensitivity Analysis) - 2 Inputs & multiple Output - Answer	8:03
Section 16: Subtotal		
154	1601 Subtotal - Creating a 1-level SubTotal on a Sorted list	5:05
155	1602 Subtotal - Deleting a SubTotal	1:03
156	1603 Subtotal - Creating a 2-level SubTotal on a Sorted list	4:04
157	1604 Subtotal - Coloring the Subtotal rows with different Color	1:07
158	1604A Subtotal - Trick to Merge blocks of cells with similar names	5:05
159	1605 Consolidate - 2 Dimensions	4:01
160	1606 Consolidate - 3 Dimensions	7:09
161	1701 Cell level Security	6:07
162	1702 Cell level Security Challenge	3:00
163	1703 Sheet level Security	5:06
164	1704 File level Security	2:08
Section 17: Printing & Comments		
165	1801 Printing - Rows to Repeat at Top (Print Titles)	2:03
166	1802 Printing - Gridlines	1:02
167	1803 Printing - Custom Header & Footer	2:09
168	1804 Printing - Page Order - Vertical vs. Horizontal	2:02
169	1805 Printing - Tricks for Financial Analysts - Check underlying formulas	1:08
170	1806 Printing - Tricks for Financial Analysts - Cell Comments	1:08
171	1807 Printing - Print Entire Workbook	1:00
Section 18: Security & Password		
172	1901 Comments - Shortcuts, Inserting Picture in Comment Box	4:04
173	1902 Split Windows, Viewing multiple Windows - For working with different workbooks, worksheets & scattered cell ranges simultaneously	7:01
174	1903 Hyperlinking (Ctrl+K)	3:06
175	2001 New Feature in v. 2013 - FlashFill (Hindi)	
Section 19: Charts		

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176	Charts - Basic Setting 01	5:03
177	Charts - Basic Setting 02	6:04
178	Trendline with Column Chart	3:03
179	Thermometer Chart 01	5:06
180	Thermometer Chart 02	6:03
181	2 axis Chart with Ghost lines	4:04
182	Horizontal Bar Chart	4:06
183	100% Stacked Bar Chart	4:08
184	Waterfall Chart - A Quick Demo	5:02
185	Waterfall Chart - Logic	6:09
186	Waterfall Chart - Exercise 01	6:05
187	Waterfall Chart - Exercise 02	6:01
188	Combo Stacked Dual-axis Chart	7:03
189	100% Stacked Column Chart	3:03
190	Ringed Doughnut Chart	3:08
191	Radar or Spider Chart	5:00
192	Gantt Chart	5:01
193	Charts Aesthetics - 7 tips	7:05
194	Case Study - NBFS Company 01	8:00
195	Case Study - NBFS Company 02	3:09
196	Tornado / Butterfly Chart	8:00

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Excel VBA

SN	Lecture Name	Duration
Section 1: Introduction		
01	0101 Why do we learn Excel VBA Macros?	4:44
02	0102 How to learn Excel VBA Macros?	1:41
Section 2: Basic Settings		
03	0201 How to enable Developer Tab in Excel?	1:59
04	0202 Basics of Developer Tab in Excel	1:01
05	0203 Important Macro Security Settings in Excel	2:11
06	0204 How to save Macros in Excel for future use?	3:45
Section 3: Record & Run Macros		
07	0301 How to create a Macros in Excel - Part 1	5:53
08	0302 How to run a Macro in all open Workbooks - Part 2	2:01
09	0303 Using a Button to run a Macros in Excel - Part 3	2:55
10	0304 Running a Macro in different ways in Excel - Part 4	4:35
11	0305 Understanding VBA Workspace in Excel (Basics) - Part 5	2:55
12	0306 Watch a Macro being recorded - Part 6	2:07
Section 4: Google Readymade VBA Codes		
13	0401 Searching Google for VBA Codes - using the 3 magic words	8:09
14	0402 Searching Google for VBA Codes - in Blogs vs Forum	6:55
Section 5: Know your Workspace		
15	0501 VBA Workspace - a detailed tour	2:56
16	0502 How to increase the font size of the VBA Codes	1:22
17	0503 3 shortcuts to write VBA Codes faster	2:33
18	0504 VBA Code Testing Tricks	8:33
Section 6: Objects, Properties, Methods		
19	0601 Concept of Objects, Properties, Methods in Excel VBA - Part 1	3:14
20	0602 Concept of Objects, Properties, Methods in Excel VBA - Part 2	2:27
21	0603 Concept of Objects, Properties, Methods in Excel VBA - Part 3	2:23
22	0604 Concept of Objects, Properties, Methods in Excel VBA - Part 4	1:27
Section 7: Range & Cells Object		
23	0701 Range & Cells Object in Excel VBA	6:29
24	0702 Example - Using Cells Object with a simple Do-While Loop in Excel VBA	6:21
25	0703 What is OFFSET property in Excel VBA	3:39
Section 8: Range Navigation		
26	0801 Range Navigation in Excel VBA (Basics)	3:51
27	0802 Exercise - Finding Last filled Row & Next Row in Excel VBA	5:19
28	0803 Exercise - Finding Last Column No.	3:42
Section 9: Variable Declaration		
29	0901 Variables - Concept, How & Why declare Variables, Initialization - Part 1	7:43

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30	0902 Variables - Data Types - Part 2	2:06
31	0903 Variables - Best Practices to name Variable - Part 3	1:32
32	0904 Variables - How to remember to declare Variables (Option Explicit) - Part 4	1:39
33	0905 Variables - DIM vs SET - Part 5	2:43
34	0906 Pvt vs Public - Part 1	2:16
35	0907 Pvt vs Public - Part 2	5:31
Section 10: Loops		
36	1001 Loops - For Next Loop - Basics	5:06
37	1002 Loops - If Then Else with For Next Loop	6:08
38	1003 Loops - For Each Next - Basics	5:31
39	1004 Loops - If Then Else with For Each Next Loop	3:44
40	1005 Loops - Do While Loop - Basics	6:27
41	1006 Loops - Do Until Loop - Basics	4:59
42	1007 Loops - With Statement	4:28
43	1008 Loops - Select Case - Basics	7:01
Section 11: Input Box & Message Box		
44	1101 Input Box - Basics - Part 1	3:30
45	1102 Input Box - Inserting user input in a cell - Part 2	3:32
46	1103 Input Box - Different Value Types - Part 3	3:38
47	1104 Input Box with IF Then Else Statement - Part 4	5:52
48	1105 Introduction	1:35
49	1106 MsgBox - Part 1	3:48
50	1107 MsgBox - Part 2	6:26
51	1108 MsgBox - Part 3	1:23
52	1109 MsgBox - Part 4	2:16
Section 12: User Forms		
53	1201 TextBox & CommandButton - Basics - Part 1 - Project 1	3:04
54	1202 TextBox & CommandButton - Designing - Part 2 - Project 1	10:03
55	1203 TextBox & CommandButton - Configuring - Part 3 - Project 1	9:35
56	1204 TextBox & CommandButton - Load button - Part 4 - Project 1	2:33
57	1205 Option Button & CommandButton - Basics - Part 1 - Project 2	6:01
58	1206 Option Button & CommandButton - Configuring - Part 1 - Project 2	10:57
59	1207 Option Button in Multiple Clusters (3 ways) - Part 1 - Project 3	5:43
60	1208 Option Button in Multiple Clusters (3 ways) - Part 2 - Project 3	5:10
61	1209 Multi Page - Introduction	1:35
62	1210 Multi Page - Part 1	5:46
63	1211 Multi Page - Part 2	3:21
64	1212 Multi Page - Part 3	6:33
65	1213 Check Box - Part 1	6:37
66	1214 Combo Box - Method 1	2:20
67	1215 Combo Box - Method 2	4:57
Section 13: User Defined Functions (UDF)		
68	1301 Basics	6:15

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69	1302 Example 1 - ScoreResult with IF END IF	3:53
70	1303 Example 2 - CellComments	4:04
71	1304 Samples - Series A	4:55
72	1305 Samples - Series B	0:59
Section 14: ActiveX Controls		
73	401 Form Controls vs ActiveX Controls	3:49
74	1402 MouseMove Event w. Appln Statusbar	4:43
Section 15: Events		
75	1501 Introduction	1:49
76	1502 Events - Workbook_Open and Worksheet_Activate	4:39
77	1503 Exercise 1 - Tracking Workbook Opens	8:27
78	1504 Exercise 2 - Tracking Workbook Save	3:46
79	1505 Event - Worksheet_BeforeDoubleClick	6:53
80	1506 Event - Worksheet_Change	4:37
81	1507 Event - Worksheet_Calculate	2:41
82	1508 Pivot Table - Refresh - WorkSheetActivate	3:55
Section 16: Speeding up Code Execution		
83	1601 Speed up the code running - Part 1	3:16
84	1602 Speed up the code running - Part 2	2:33
85	1603 Speed up the code running - Part 3	2:22

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Excel Dashboard

SN	Lecture Name	Duration
Section 1: Introduction		
01	0101 Introduction to Dashboard Course	3:08
02	0102 Introduction to 1st Dashboard	1:06
Section 2: 1st Dashboard using Pivot		
03	0201 Understanding the Data	1:41
04	0202 Text Function	6:30
05	0203 Dynamic Data Create Table	7:16
06	0204 Naming the dynamic data and using it in the function	4:21
07	0205 Preparing 1st Pivot & updating data	5:28
08	0206 Classic View & Filling blank with zero in Pivot	3:46
09	0207 Create Chart for comparison from the Pivot	1:46
10	0208 Create Trend Line from the Pivot	8:18
11	0209 Creating Pie Chart from Slab Report from Pivot	4:50
12	0210 Preparing Framework for Dashboard	2:14
13	0211 Inserting Slicer using Chart	3:18
14	0212 Customize Slicer Settings	4:30
Section 3: 2nd Dashboard using Functions		
15	0301 Brief on 2nd Dashboard	1:36
16	0302 Importing Data from the Internet	4:39
17	0303 Converting Line Item into a Currency Table	5:35
18	0304 Calculation of Currency using INDEX & MATCH	3:24
19	0305 Creating Slabs using Vlookup True Parameter	4:58
20	0306 Creating Qtrs based on Financial or Calendar Selection	4:28
21	0307 Preparing the base by removing duplicates for Dashboard	2:36
22	0308 AverageIF for calculating Country Wise Salary	2:23
23	0309 Substituting ERROR with zero using IFERROR	2:16
24	0310 Introduction to Function INDIRECT Part 1 & 2	10:13
25	0311 Using Function INDIRECT to Retrieve AverageIF from relevant sheet	4:03
26	0312 Using Function CountIF with INDIRECT to calculate No. of Emp	4:18
27	0313 Calculating Contribution Country wise No Of Emp	2:29
28	0314 Using NameRange to simplify calculation	2:48
29	0315 Using NameRange with formula in 2nd Dashboard	5:18
30	0316 Introduction to Offset Function	2:57
31	0317 Offset Function in Excel	4:01
32	0318 Using Offset Function in Dashboard	3:58
33	0319 Use of MINIF in Dashboard	3:14
34	0320 Use of MAXIF in Dashboard	2:41
35	0321 Using Average to get Designation Wise Experience result	3:45
36	0322 Using MAXIF with multiple conditions	3:26
37	0323 Using MINIF with multiple conditions	1:28

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38	0324 Dynamic Dropdown List	2:06
39	0325 Longitude and latitude with plotting data on dashboard	3:08
40	0326 Using REPT Function based on the percentage calculation	2:41
41	0327 Activation of Developer Tab and creating Scroll Bar	4:04
42	0328 Inserting Trend chart based on data	4:29
43	0329 Advance INDEX and MATCH with multiple references	3:47
44	0330 Inserting Spark Line	2:26
45	0331 Insert World Map into the chart	1:58
46	0332 Plotting Data on Map Chart	5:09
47	0333 Controlling Map Preview from dropdown	3:39
48	0334 Summarising 2nd Dashboard	3:29
Section 4: 3rd Dashboard using Functions & Macros		
49	0401 Brief on 3rd Dashboards	1:24
50	0402 Implementation of OFFSET for dynamic data	3:45
51	0403 Creating Trend Chart from 2 Pivot Table	3:46
52	0404 Modifying the Chart Settings for better view	2:10
53	0405 Using Macro recording for Trend Chart 01	3:03
54	0406 Using macro to update pivot based on the Job Type	7:52
55	0407 Triggering macro with any change in sheets	2:42
56	0408 Creating Name Range using shortcut	3:28
57	0409 Use of MAXIF and MINIF with single and multiple parameters	2:38
58	0410 Create chart to represent multiple parameters effectively 01	2:53
59	0411 Create chart to represent multiple parameters effectively 02	3:44
60	0412 Preparing data for Spiderweb chart and change the graph setting	4:39
61	0413 Using macro to Hide and Unhide working sheets	6:31
62	0414 Inserting Trendline and formatting for better view	3:15
Section 5: Conclusion		
63	0501 Conclusion of all 3 dashboard	3:25

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Power Query

SN	Lecture Name	Duration
Section 1: How to Consolidate and Append Data		
01	How to Append Multiple Worksheets within the same Excel file	2:49
02	How to find the Relationship between Append, Duplicate/Replicate and Referencing of multiple Queries	11:33
03	Learn about Importing data from files in a folder	7:29
04	Learn about Importing data from multiple excel files in a folder	5:18
05	Vendor Ageing analysis with Approximate Match in Power Query	2:27
06	How to Change the file path for source data	1:58
Section 2: The Beauty of Power Query		
07	Understanding What is Power Query. Why to learn Power Query and what is Covered in Power Query	14:28
Section 3: How to Import Data from External Data Source into Power Query		
08	How to Import Data from Excel File	5:55
09	Vendor Ageing analysis with Approximate Match in Power Query	6:55
Section 4: Loading and Refreshing Data		
10	How to load and Refresh a query as per Data Modeling	7:44
Section 5: Define the Multiple Transformation Steps		
11	How to do Column Transformation in Power Query	8:59
12	How to do Row Transformation in Power Query	7:21
Section 6: How to do Inbuilt Transformation in Power Query		
13	How to do Text Transformation	7:02
14	How to do Numbers transformation	3:09
15	How to do Date transformation	2:43
16	How to do Conditional Column transformation	2:10
Section 7: How to use Merge Feature to Combine Multiple Joins in Power Query		
17	What are the Multiple JOINS in power query	8:19
18	What are the Different Joins in Power Query	11:47
19	Learn how to create a Cross Joins and Cartesian Product Joins with Power Query	6:10
Section 8: Fundamentals of M: The Formula Language for Power Query		
21	Learn what are the roots of M, the Formula Language/ Power Query Formula Syntax	5:11
22	Learn about the Text functions in Power Query	8:00
23	Learn about the Date functions in Power Query	6:53
24	Learn about the Conditional Functions in Power Query	7:03
Section 9: Case Studies		
25	Using Power Query to Convert the Financial Statement Data into a Table	7:14
26	Converting the Payroll Data into a Tabular format with Power Query	6:40
27	How to pull Stacked Data from the Address Book to the Excel?	6:42
28	How to apply Multiple filters on single column using Merge Query Option	6:23
29	How to Convert a Row data set into a Tabular Format using Power Query?	5:17

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30	How to get data from Multiple lookup Values using Power Query	9:40
31	Invoice/Order data Modeling (Converting Pivoted Data using Unpivot Function) with Power Query	4:43
32	Shape and Combine Data from Multiple Sources in Power Query. Here, Sales analysis using MaxIF, MinIF	20:34
Section 10: Power Query Objects		
33	List all the object and functions in Power Query and how it can be used	11:42
34	How to Record as object and details about the Record functions in Power Query	9:16
35	Table & other objects and Table functions in Power Query	3:10
36	Quick Recap on What are the Power Query Objects	1:15
Section 11: Advanced Case Studies		
37	Learning to Extract only relevant data in Power Query	12:43
38	How to Create a dynamic Calendar table	5:57
39	Mode of Calculating and finding Individual sales to total sales percentage	7:56
40	How to apply Multiple filters on single column	3:34
Section 12: Bonus		
41	What are the Conditional Functions?	4:13
42	Using the Extract & Transform Column	4:58

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MS PowerPoint

SN	Lecture Name	Duration
Section 01: Warm Up		
01	0101 Quick Tour for Beginners	2:09
02	0102 Slide Background (Color & Picture)	4:00
03	0103 Slide Header n Footer	1:09
Section 02: Evergreen Shortcut		
04	0201 QAT and Alt KeyTips	2:08
Section 03: Working with Shapes		
05	0301 Basics	7:01
06	0302 Drawing Symmetrical Shapes	4:07
07	0303 Cloning Shapes with Auto Alignment	7:01
08	0304 Drawing in Lock Drawing Mode	3:09
09	0305 Highlighter	7:06
10	0306 De Highlighter	6:03
11	0307 Rotate Shortcut	4:01
12	0308 Resize Shortcut	1:09
13	0309 Copy Paste Format	6:01
14	0310 Duplicate Shortcut	1:02
15	0311 Redo or Repeat last action Shortcut	1:08
16	0312 Group & UnGroup Shortcut	2:09
17	0313 Scribble	2:02
18	0314 Eyedropper (Color Picker)	1:09
Section 04: SmartArt trick		
19	0401 Converting Multiple Pictures in SmartArt	1:03
20	0402 Converting Bullet Point Text in SmartArt	2:07
Section 05: Magnifier effect		
21	0501 Magnifier - A Quick Demo	4:00
22	0502 Magnifier Method 1 - for 2007	4:08
23	0503 Magnifier Method 2 - for 2010 & above	2:04
24	0504 Magnifier - Map 1	3:00
25	0505 Magnifier - Map 2	5:00
26	0506 Magnifier - Software Screenshot	2:02
27	0507 Magnifier - Special Trick	5:07
Section 06: Aligning Objects		
28	0601 Alignment - A Quick Demo	2:07
29	0602 Align to Slide	3:09
30	0603 Align Selected Objects	4:00
31	0604 Align using Quick Access Toolbar (QAT)	4:02
32	0605 Align vertically placed pictures	2:03
33	0606 Align horizontally placed pictures	3:02
34	0607 Align Exercise	3:02

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35	0608 Align with SmartGuides & Rotate	2:07
Section 07: De-Assembling Objects		
36	0701 De Assembling SmartArt	3:05
37	0702 De Assembling Charts	4:04
38	0703 De Assembling Tables	4:00
Section 08: Slide Master with Topic Tracker		
39	0801 Slide Master - Introduction	4:08
40	0802 Topic Tracker - A Quick Demo	4:07
41	0803 Creating a Topic Tracker	10:06
Section 09: Key Slideshow Shortcuts		
42	0901 Slideshow Shortcut 01	1:00
43	0902 Slideshow Shortcut 02	2:07
Section 10: Presenter's Secret		
44	1001 LIVE magnification	2:04
45	1002 Flat Icons	2:08
46	1003 Google recommended color combinations	1:08
47	1004 Inspiration for Illustrations	1:05
48	1005 HD Images (free)	1:00
Section 11: Working with Pictures		
49	1101 Picture Pop-Up Effect 01	6:00
50	1102 Picture Pop-Up Effect 02	7:03
51	1103 Compressing pictures' size	4:06
52	1104 Layering	2:07
53	1105 Picture Effects	3:01
54	1106 Picture with Text for Section Headers	2:04
55	1107 Using Visuals to add Punch	1:09
Section 12: Working with Tables		
56	1201 Editing Design & Layout 01	6:00
57	1202 Editing Design & Layout 02	2:03
58	1203 Adding Impact 01	4:04
59	1204 Adding Impact 02	6:02
60	1205 Adding Impact 03	6:05
Section 13: Text Editing Shortcuts		
61	1301 Resize	1:05
62	1302 Change Case	1:05
63	1303 Alignment	1:00
64	1304 Replace Fonts	2:07
65	1305 Working with Text Paragraph 01	2:05
66	1306 Working with Text Paragraph 02	2:07
Section 14: Copying from PDF		
67	1401 Troubleshooting PDF Copy-Paste issues 01	2:05
68	1402 Troubleshooting PDF Copy-Paste issues 02	3:00

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69	1403 Troubleshooting PDF Copy-Paste issues 03	3:07
70	1404 Troubleshooting PDF Copy-Paste issues 04	4:01
71	1405 Troubleshooting PDF Copy-Paste issues 05	2:09
Section 15: Miscl Tricks		
72	1501 Hyperlink	3:01
73	1502 Symbol-based Bullets	2:07
74	1503 Embedding Video	4:03
75	1505 Password Protection	1:04
Section 16: Views & Printing		
76	1601 Presentation Views & Print Settings 01	3:03
77	1602 Presentation Views & Print Settings 02	1:03
Section 17: Animation & Transition		
78	1701 Animation Basics 01 - Pics	5:04
79	1702 Animation Basics 02 - Pics	3:07
80	1703 Animation Basics 01 - Text	3:02
81	1704 Animation Basics 02 - Text	2:09
82	1705 Slide Transition Basics - 01	4:09
83	1706 Motion Path Animation	6:09
84	1707 Animating Charts - Basics	2:08
85	1708 ButtonTriggerred Animation - Basics	4:03
86	1709 ButtonTriggerred Animation - Vector Map	6:04
87	1710 ButtonTriggerred Animation - Chart	5:03
88	1711 Rotating Gear - Animation	4:09
89	1712 Blinking Dot (GIF)	2:08
Section 18: Charts		
90	1803 Charts - Basic Setting 01	5:03
91	1804 Charts - Basic Setting 02	6:04
92	1805 Trendline with Column Chart	3:03
93	1806 Thermometer Chart 01	5:06
94	1807 Thermometer Chart 02	6:03
95	1808 2 axis Chart with Ghostlines	4:04
96	1809 Horizontal Bar Chart	4:06
97	1810 100% Stacked Bar Chart	4:08
98	1811 Waterfall Chart - A Quick Demo	5:02
99	1812 Waterfall Chart - Logic	6:09
100	1813 Waterfall Chart - Exercise 01	6:05
101	1814 Waterfall Chart - Exercise 02	6:01
102	1815 Combo Stacked Dual-axis Chart	7:03
103	1816 100% Stacked Column Chart	3:03
104	1817 Ringed Doughnut Chart	3:08
105	1818 Radar or Spider Chart	5:00
106	1819 Gantt Chart	5:01
107	1820 Charts Aesthetics - 7 tips	7:05

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108	1821 Case Study - NBFS Company 01	8:00
109	1822 Case Study - NBFS Company 02	3:09
110	1823 Tornado / Butterfly Chart	8:00
Section 19: Webinar		
111	1901 Maersk report analysis	

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MS Word

SN	Lecture Name	Duration
Section 1: Basics of Formatting		
01	0101 Basics of Font Formatting - Part 1	1:05
02	0102 Basics of Font Formatting - Part 2	1:00
03	0103 Basics of Line and Para Spacing	1:04
04	0104 Basics of Page Layout	1:08
05	0105 Basics of Borders and Shading	1:08
Section 2: Bullet Points		
06	0201 Basics of Bullet Points	1:05
07	0202 How to convert boring bullet points into a SmartArt	1:45
08	0203 How to create Multi-level numbered bullet points	3:00
09	0204 Shortcut to apply and remove bullet points	0:50
10	0205 How to add Symbols to bullet points	2:20
Section 3: Headers and Footers		
11	0301 Basics of Header and Footer	1:09
12	0302 Insert the date or time in a Header or Footer	2:03
13	0303 Insert the Company logo in a Header	1:09
14	0304 Add dynamic page numbering - Page X of Y	2:00
15	0305 Troubleshoot - Header and Footer area is not visible	1:00
Section 4: Table Tricks		
16	0401 Basics of Table formatting	5:00
17	0402 How to equally distribute rows height	0:08
18	0403 How to equally distribute columns width	1:09
19	0404 Practice Project - Table Tricks	3:05
20	0405 How to add numbers in columns in a Word table	2:01
21	0406 Shortcut to Split a table into two separate tables	2:05
22	0407 Exercise - Split a table into two separate tables	1:08
23	0408 Repeat table headers on every page	1:00
24	0409 Troubleshoot - Repeat Table Rows isn't working	1:07
25	0410 Basics of Table Borders and Shading	3:03
26	0411 Cell Shading with Pattern	1:03
27	0412 Access Borders and Shading settings faster	1:02
28	0413 Sort Table columns in a Table - Part 1	2:07
29	0414 Sort Table columns in a Table - Part 2	2:00
30	0415 Sort Table columns in a Table - Part 3	1:09
31	0416 Quick Tables - Reusable Table templates	0:50
32	0417 Convert Table text to regular text	1:00
33	0418 Convert Text to Table	1:03
34	0419 How to Indent an Entire Table with precision	1:00
35	0420 How to merge cells 10x faster using Eraser tool	1:05
36	0421 Save Table to Quick Tables Gallery for reuse	2:04

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37	0422 Delete Table from Quick Tables Gallery	1:00
38	0423 Using Symbols inside a Table to visually represent numbers	1:08
Section 5: Find and Replace		
39	0501 Basics of Find and Replace - Part 1	2:00
40	0502 Basics of Find and Replace - Part 2	:00
41	0503 Shortcut to find highlighted text	3:01
42	0504 Shortcut to find a word across pages	2:02
43	0505 Advanced Tricks of Find and Replace - Part 1	2:00
44	0506 Advanced Tricks of Find and Replace - Part 2	2:00
45	0507 How to Remove Double Spaces	1:00
46	0508 Find all the Tables in a document	1:00
Section 6: Shortcuts and Formatting Tricks		
47	0601 Shortcut to add current Date and Time	1:20
48	0602 Change the case of the text	1:00
49	0603 Using ALT to activate universal shortcut keytips	1:04
50	0604 How to easily access regularly used features through QAT	1:04
51	0605 Shortcut to Undo and Redo action	1
52	0606 Shortcuts to clear text and paragraph formatting	3:07
53	0607 Using Notepad to clean the text copied	1:08
54	0608 Shortcut to Quickly delete text	1:00
55	0609 Shortcut to Increase / Decrease Indent	1:00
56	0610 Shortcut to Manual Line Break	1:04
57	0611 Shortcut to Hide / Unhide the Ribbon	0:50
58	0612 Format Painter Tricks	2:02
59	0613 Shortcut to Copy and Paste Format	1:03
60	0614 Why do we use Paste Special	4:00
61	0615 Shortcuts to Paste Special	1:00
62	0616 Use Clipboard to save time	2:02
63	0617 Shortcut to Keep related words on the same line	2:07
64	0618 Shortcut to Change font size	0:50
65	0619 Alignment & Text Direction tricks	3:08
66	0620 Why should you use Page Break	3:05
67	0621 Wrap Text to place pictures correctly along side text	2:05
68	0622 How to add a horizontal line fast	1:05
69	0623 How to delete the mysterious horizontal line	1:06
70	0624 Magic Trick to Hide and Unhide Text	2:00
71	0625 Find more about the formatting applied	0:50
72	0626 Split a Paragraph in multiple columns	3:02
73	0627 How to Stop a Paragraph from Splitting Between Pages	3:00
74	0628 Insert a screenshot or screen clipping	2:05
75	0629 Reduce file size if HD pictures used	2:02
76	0630 Select Text Vertically	1:00
77	0631 Watermark	2:00

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78	0632 Convert PDF to Word PPT and Excel	2:05
79	0633 Use AutoCorrect Options to auto complete words	2:00
80	0634 Use Portrait and Landscape layout in the same document	2:06
81	0635 How to reuse images and text using Quick Parts	3:00
82	0636 Inserting Footnotes and Endnotes	4:00
Section 7: Rulers and Margins		
83	0701 Basics of Rulers and Margins	1:30
84	0702 Understanding Rulers and Margins in detail	6:06
Section 8: Navigation, Bookmark and Hyperlink		
85	0801 Basics of Navigation Pane	1:00
86	0802 Navigating across Headings using Navigation Pane	1:00
87	0803 Basics of Bookmark	2:00
88	0804 Using Hyperlink with Bookmark	2:09
Section 9: Styles and Table of Contents		
89	0901 Why should you use Styles for formatting?	1:03
90	0902 How to use Styles?	6:04
91	0903 Create Table of Contents	6:00
Section 10: Essential Printing tricks		
92	1001 Essential Print Settings	3:00
93	1002 Shortcut to Print Preview	2:00
94	1003 How to print on legal stamp papers	1:06
Section 11: Automating Office Tasks		
95	1101 Mail Merge	5:05
96	1102 How to create a Fillable Form	6:00
Section 12: Track Changes & Comments		
97	1201 Why should you use Track Changes?	2:03
98	1202 How to turn the Track Changes ON / OFF?	1:05
99	1203 Reviewing Pane	1:00
100	1204 Mark-up view and Revisions	3:06
101	1205 Customize Track Changes options	2:06
102	1206 Add Track Changes Button to Status Bar	1:30
103	1207 Accept and Reject changes of multiple reviewers fast	3:05
104	1208 Prevent others from disabling Track Changes using Lock Tracking	3:00
105	1209 Add and Delete Comments	1:03
106	1210 Enable Comments only edit mode	3:07
107	1211 Using Comments and Track Changes together	1:00
Section 13: Writing better		
108	1301 How to use Thesaurus to write better?	4:03
109	1302 How can "Readability Statistics" help to write better?	6:09
Section 14: Read lengthy documents with ease		
110	1401 How to read lengthy documents using Split Window	3:00
111	1402 How to read lengthy documents using multiple Windows	3:08

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Section 15: Backup, Recovery and Protection		
112	1501 Recover Text from a Corrupted Word Document	1:02
113	1502 Force Word to Repair a Damaged File	1:10
114	1503 How to Change the auto-save Interval	1:10
115	1504 Find and Recover temporary autosave files	1:20
116	1505 How to create an auto-backup copy	3:01
117	1506 Prevent changes to the final version of a document	3:05
Section 16: Compare documents		
118	1601 Compare two versions of the same document - Why and How?	5:02
119	1602 Accept / Reject changes using right click	1:00
120	1603 Show compare windows	1:00
121	1604 Compare feature won't work if protection enabled	1:02
Section 17: Macros for Word		
122	1701 Activate Developer tab (for Macros)	1:20
123	1702 How to record / run a VBA Macro and how to view the VBA Macro code (Example 1)	2:01
124	1703 How to record / run a VBA Macro and how to view the VBA Macro code (Example 2)	1:08
125	1704 Demo - How to avoid pressing Del & Spacebar multiple times to clean the text	2:00
126	1705 Solution - How to avoid pressing Del & Spacebar multiple times to clean the text	1:09
127	1706 Logic - How to avoid pressing Del & Spacebar multiple times to clean the text	5:00
128	1707 Create Macros - How to avoid pressing Del and Spacebar multiple times to clean the text	6:09
129	1708 View / Edit the Macro code from Visual Basic Editor (VBE)	1:03
130	1709 Watching VBA Macro code getting recorded LIVE	1:07
Section 18: New in 2016		
131	1801 New Feature 2016 - Tell Me assistant	0:09

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MS Access

SN	Lecture Name	Duration
Section 1: Introduction to Access		
01	0101 Why MS-Access	2:33
02	0102 Starting with MS-Access (Interface)	2:09
03	0103 Data Types and Purpose	2:01
Section 2: Table Object Basic		
04	0201 Introduction	2:03
05	0202 Creating a Sample Table	2:55
06	0203 Adding, Editing and Deleting Records	4:44
07	0204 Use of Autonumbers - Datasheet View	2:22
08	0205 Table Properties and Custom Formatting	5:30
09	0206 Set Field Validations	4:34
10	0207 Other Field Properties	3:36
11	0208 Import Data from Excel into a New Table	3:51
12	0209 Append Data From Excel into an existing table	2:05
13	0210 Table Sorting	2:18
14	0211 Table Filtering	3:13
15	0212 Exporting to Excel	2:23
Section 3: Query Objects: Basics		
16	0301 Introduction	2:41
17	0302 Basic Queries	3:14
18	0303 Query Criteria	2:13
19	0304 Date Criteria	2:44
20	0305 Using AND in Criteria	2:20
21	0306 Using Or in Criteria	1:28
22	0307 Using AND-OR in Criteria	2:37
23	0308 Multiple AND and OR Example 2	2:49
24	0309 Parameter Queries	1:49
25	0310 Wild Card Operators	3:16
26	0311 Like and Not Like Operator	2:33
27	0312 And Operator	1:59
28	0313 Or Operator	1:05
29	0314 In and Not In Operator	1:45
30	0315 Basic Calculated field	2:41
31	0316 Using Date in Operators in calculation	2:27
Section 4: Report Objects: Basics		
32	0401 Introduction	1:13
33	0402 Modifying the Report	2:17
34	0403 Working with Controls, Report and Layout Views	2:12
35	0404 Report Using Parameter Query in combination	3:34
Section 5: Form Objects: Basics		

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36	0501 Introduction	9:07
37	0502 Creating a Form with the Form Table	1:27
38	0503 Creating a Form with the Wizard From Table	3:06
39	0504 Basic Formating and Editing of layout	4:01
Section 6: Table Object: Advanced		
40	0601 Using the Lookup Wizard	4:49
41	0602 Setup Lookups Without the Wizard	3:22
42	0603 Lookup Wizard Example 2	4:07
43	0604 Advanced Sorting	2:49
44	0605 Advanced Filter_Filter by Form	5:12
45	0606 RDBMS between multiple Table 1	4:47
46	0607 RDBMS between multiple Table 2	4:39
47	0608 Printing RDBMS between multiple Tables	2:01
48	0609 Create Linking table in different access as backhand data	3:03
Section 7: Query Objects: Advanced		
49	0701 RDBMS Between tables	4:27
50	0702 Primary Key	2:50
51	0703 Join Types in RDBMS	1:57
52	0704 Temporary Relationship between Tables	3:37
53	0705 Permanent Relationship between Tables	5:14
54	0706 Unmatch Query Wizard	3:44
55	0707 Unmatch Query Using Query	4:21
56	0708 IIF Calculated fields	4:28
57	0709 Using TOP queries	3:28
58	0710 Using TOTAL Queries (GroupBy)	3:48
59	0711 Cross Tab Action Query	2:13
60	0712 Make Table Action Query	2:17
61	0713 Update Table Action Query	1:54
62	0714 Delete Action Query	1:51
63	0715 Append Table Action Query	1:50
64	0716 Summary of all action Query in one process	2:22
65	0717 RDBMS used for calculative field	8:41
66	0718 Yearly Report using RDBMS with Parameter query	7:50
67	0719 Unmatch Query Wizard	2:01
68	0720 Unmatch Query Design	4:13
Section 8: Report Objects: Advanced		
69	0801 Using Report Wizard	2:23
70	0802 Grouping Options and Summary Option 1	1:55
71	0803 Grouping Options and Summary Option 2	1:30
72	0804 Grouping Options and Summary Option 3	1:41
Section 9: Form Objects: Advanced		
73	0901 Add a Combo Box to Our Orders form	3:04
74	0902 Setting the TAB Order and Using TAB Controls	1:21

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75	0903 Add a Subform	1:53
76	0904 Change a Textbox into a ComboBox	2:06
77	0905 Creating and Using Button Controls	2:40
Section 10: Macro		
78	1001 Introduction to Macro	2:12
79	1002 Creating Simple Macro	3:39
80	1003 Assigning Macro To Button	2:40
81	1004 Building Macro Under Event	2:31
82	1005 Macro to Open Report for Printing	3:06
83	1006 Change tab Setting of MS Access	1:52

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MS Outlook

SN	Lecture Name	Duration
Section 1: Introduction		
01	0101 Outlook - An Introduction	1:27
02	0201 Navigating across your workspace #1	2:31
Section 2: Workspace Navigation		
03	0202 Navigating across your workspace #2	3:07
04	0203 Enabling Conversation View (like Gmail)	4:07
05	0204 Prioritize your emails using Custom views	3:57
06	0205 Display Mailbox Quota in Status Bar	0:34
07	0206 Add Back and Forward buttons to toggle between windows accessed	2:07
08	0207 Using "Split" button to read lengthy emails	2:08
09	0208 Tracking Tasks via "Post-it" notes	2:30
10	0209 Color Format your emails based on Conditions	4:12
Section 3: Contacts		
11	0301 Finding Contacts efficiently #1	1:57
12	0302 Finding Contacts efficiently #2	1:52
13	0303 Export Contacts to an Excel file	0:57
14	0304 Saving a Contact from an email	2:01
15	0305 Scenario: Forwarding emails to select people group	2:59
Section 4: Email: Speed & Formatting Tricks		
16	0401 Sending Emails - Shortcuts #1	2:51
17	0402 Sending Emails - Shortcuts #2	1:57
18	0403 Read Receipt and Delivery Receipt settings	4:22
19	0404 Efficient email subject lines	9:46
20	0405 Using Thesaurus to rephrase existing words	2:04
21	0407 Setting Text Styles to save email formatting time #1	3:04
22	0406 Setting Text Styles to save email formatting time #2	2:37
23	0408 Segmenting your email using Horizontal line	1:15
24	0409 Email Signature	4:00
25	0410 Using Tables in email	4:33
26	0411 Clever Paragraph trick	2:13
27	0415 Quick Parts - Create reusable text in emails	3:58
28	0412 Quick Steps Demo - Automate recurring tasks	2:56
29	0413 Quick Steps #1	4:49
30	0414 Quick Steps #2	2:41
31	0416 Creating Email Template (OFT)	4:08
32	0417 Using AutoCorrect Options	2:48
33	0418 Emailing Groups	1:58
34	0419 Delay email sending	5:18
35	0420 Schedule an email for future delivery	1:51
Section 5: Search Tools & Techniques		

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36	0501 Search Folder - Creating a Virtual folder for emails meeting user defined criteria	7:11
37	0502 Search Folder - FAQs	2:19
38	0503 Search email Basics - Criteria based Search	3:10
39	0504 Search email Advanced - Criteria based Search #1	1:53
40	0505 Search email Advanced - Criteria based Search #2	1:39
41	0506 Using Find feature in an open email	1:19
Section 6: Tasks		
42	0601 Tasks cycle - Creation, Assigning, Tracking & Completion	3:36
43	0602 Export Tasks to an Excel file	1:42
44	0603 Using custom category (color marker) to prioritize tasks	4:04
45	0604 Create Recurring Tasks & Events	3:02
46	0605 Remove recurring appointments - all at once	0:28
47	0606 Assigning Task to Group with Responsible Person Name	3:42
48	0607 Task List: Different Views	0:55
49	0608 Calculation delay in task completion	3:58
Section 7: Calendar		
50	0701 Organising your work through Calendar	4:08
51	0702 Create an Event or Appointment	2:08
52	0703 Email & Share Calendar	1:28
53	0704 Printing Calendar with Task List	2:21

Excel & Analytics Courses

MS Visio

SN	Lecture Name	Duration
Section 01: Introduction		
01	0101 Promo Visio	
Section 02: Get Started with Visio 2016		
02	0201 What is new in Visio 2016	2:00
03	0202 Get started and tour the Launch Screen	4:00
04	0203 Understanding Visio Interface	6:25
05	0204 Modify the Ribbon and Quick Access toolbar Part 1	2:32
06	0204 Modify the Ribbon and Quick Access toolbar Part 2	3:36
07	0205 Select view options	3:29
Section 03: Create Connected Diagrams		
08	0301 Use SmartShapes from a stencil	4:04
09	0302 Arrange the top four SmartShapes on a stencil	2:43
10	0303 Connect shapes manually	5:43
11	0304 Insert and delete connected SmartShapes	2:46
12	0305 Organize SmartShapes with Auto Align & Space	2:11
13	0306 Rearrange connected diagrams with Re-Layout Page	4:54
Section 04: Add Additional Objects to Diagrams		
14	0401 Insert text-related objects	3:27
15	0402 Insert foreground and background pages	3:55
16	0403 Border and Titles	2:06
17	0404 Insert containers and callouts	3:35
Section 05: Publish Diagrams to Various Outputs		
18	0501 Print diagrams and Publish a diagram to PDF	2:51
19	0502 Save diagrams to JPG or GIF files or the web using HTML	3:37
Section 06: Work with Layers		
20	0601 What are layers in Visio	2:34
21	0602 Create remove and assign to layers	2:31
22	0603 Manage layer settings	3:00
Section 07: Flow Chart		
23	0701 Introduction to Cross Function Flow Chart	1:43
24	0702 Cross Function Flow Chart Diagram	4:20
25	0703 Cross Function Flow Chart Sections	2:20
26	0704 WorkFlow Diagram Introduction	3:02
27	0705 WorkFlow Diagram	4:00
28	0706 WorkFlow Diagram 3D	3:05
Section 08: Business		
29	0801 Getting started with Organisation Chart	0:57
30	0802 Organization Chart	2:40
31	0803 Organization Chart Other stencils	3:51
32	0804 Organization Chart Wizard from excel file	1:25

Excel & Analytics Courses

33	0805 Organization Chart Wizard	3:15
34	0806 Organization Chart Wizard with Images	2:41
35	0807 Organization Chart Wizard into multiple pages	2:55
36	0808 Organization Chart Wizard Formatting	4:04
37	0809 Exporting data to excel in Organization Chart	1:53
38	0810 Advance data graphic in Organization Chart	4:22
39	0811 Brain Storming Diagram	3:10
40	0812 Brain Storming Diagram examples Part 1	2:22
41	0812 Brain Storming Diagram examples Part 2	0:35
42	0813 Cause and Effect (Fish Bone) Diagram Intro	2:42
43	0814 Cause and Effect (Fish Bone) Diagram	1:19
44	0815 Six Sigma Diagram (House of Quality) Intro	3:48
45	0816 Six Sigma Diagram (House of Quality)	5:07
Section 09: Schedule		
46	0901 Calendar Intro	4:19
47	0902 Calendar	1:45
48	0903 Gantt Chart	4:56
49	0904 Time Line Introduction	1:04
50	0905 Time Line A	3:11
51	0906 Time Line B	4:44
52	0907 PERT Chart Introduction	1:53
53	0908 PERT Chart	6:17
Section 10: Software and Database		
54	1001 UML Sequence	3:08
55	1002 Wireframe Diagram	3:14
Section 11: Network Diagram		
56	1101 Basic Network	4:15
Section 12: Map and Floor Plan		
57	1201 Home Plan Introduction	2:00
58	1202 Home Plan	1:07
59	1203 Office Layout	3:12
60	1204 Floor Plan	3:02
61	1205 Direction Map	3:51

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Power BI

SN	Lecture Name	Duration
Section 1: Introduction		
01	0101 Power BI Visualization - UI	1:05
02	0102 General Formatting Concepts - Part 1	1:00
03	0103 General Formatting Concepts - Part 1	1:04
Section 2: Charts & Visuals		
04	0104 Slicer	1:08
05	0105 Matrix	1:08
06	0201 Table	1:05
07	0202 Pie & Donut	1:45
08	0203 Clustered Bar and Column	3:00
09	0204 Ribbon	0:50
10	0205 Stacked Bar and Column	2:20
11	0206 Treemap	1:09
12	0302 Line and Area charts - Part 1 and 2	2:03
13	0303 Combo: Line + Stacked Column or Clustered Column	1:09
14	0304 100% Stacked Bar & 100% Stacked Column	2:00
15	0305 Card and Multi-row Card	1:00
16	0401 Stacked Area	5:00
17	0402 Gauge	0:08
18	0403 Funnel	1:09
19	0404 Scatter incl Analytics	3:05
20	0405 Scatter: Top Tricks	2:01
21	0406 Q&A	2:05
22	0407 Custom Visuals	1:08
23	0408 Maps {Bing, Filled, Shape, ArcGIS}	1:00
24	0409 Waterfall	1:07
25	0410 KPI (Key Performance Indicator)	3:03
26	0411 Key Influencers	1:03
27	0412 Decomposition Tree	1:02
Section 3: Visualization Tricks		
28	0413 Text Box, Shapes & Pictures	2:07
29	0414 Sync Slicers	2:00
30	0415 Edit Interactions	1:09
31	0416 Bookmarks	0:50
32	0417 Selection Pane	1:00
33	0418 TopN Filter	1:03

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34	0419 Basic & Advanced Filters	1:00
35	0420 Filter Levels - Report, Page, Visual	1:05
36	0421 Hierarchy & Drill Down	2:04
37	0422 Drilldown	1:00
38	0423 Tooltip	1:08
39	0501 Binning using New Groups	2:00
40	0502 On Hover Visual Tooltip	:00
41	0503 Publish Power BI Reports	3:01

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Tableau

SN	Lecture Name
Section 1: Introduction	
01	What is Visualization?
02	Storytelling through Data
03	Why Tableau?
04	Comparison of Tableau with other tools
05	Limitations of Tableau
06	Products of Tableau
Section 2: Connecting to & Preparing Data	
07	Create and save data connections
08	Modify data connections
09	Data properties
Section 3: Creating Data visualizations	
10	Create a bar chart & Stacked bar Chart
11	Create a line chart or Trend Chart
12	Cross Tabs & Highlight Tables
13	Create a map using geographic data
14	Create a Pie Chart
15	Create a stacked bar
16	Create Cross Tabs & Highlight Charts
17	Create a packed bubble chart
18	Create a TreeMap chart
19	Create a scatterplot
20	Word Cloud
21	Create a Dual axis or Blended Axis chart
Section 4: Create Advanced charts	
22	Create a donut chart
23	Gauge
24	Pivot
25	Text
26	Create a waterfall chart
Section 5: Organize & Modify Data	
27	Create Groups
28	Create Hierarchies
29	Create Sets
30	Sort data using measures or dimensions
31	Add Filter to the view
32	Sort data using Alt measures or dimensions
33	Create Calculated fields
34	Parameters
35	Bins & Histogram

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36	Filtering Data (Local & Context Filters)
Section 6: Calculations	
37	Create quick table calculations
38	Level of details calculations and types (Fixed, Include & Exclude)
39	Build logic statements
40	Build grand totals and sub-totals
Section 7: Format Worksheets	
41	Colors, Shapes, Size of Marks & Fonts
42	Change borders, Gridlines, Axis Ticks and Axis Lines
43	Format Filters, Legends & Parameters
44	Working with tooltips
Section 8: Create and modify a dashboard	
45	Create a dashboard layout
46	Dashboards Components
47	Add worksheets to the dashboard
48	Add dashboard actions & filters
49	Add Navigations in the dashboard
50	Create a story using dashboards
51	Share Dashboard & Story via Tableau Server
Section 9: Measuring & improving performance	
52	How to measure dashboard performance
53	Improving dashboard performance
54	.hyper extracts
Section 10: Tableau Public Profile & Tableau Community	
55	Creating Profile on Tableau Public and collaborating in Tableau Community
56	PoC Implementation

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Alteryx

SN	Lecture Name	Duration
Section 01: Why Alteryx?		
01	0101 Revolutionize Your Data Using Alteryx - Why Alteryx	2:14
02	0102 Connecting Excel to Power Query	4:54
03	0103 Getting to Know the Alteryx User Interface	2:39
Section 02: Project #1		
04	0201 US Sales by 4 business segments	2:04
Section 03: Getting Started with Shortcuts		
05	0202 Three easy ways to Learn Alteryx	3:16
06	0203 Top 15 Shortcuts of Alteryx	4:15
07	0204 3 Best Reference Guides	3:57
Section 04: Project #2		
08	0205 Retail Data Set	2:22
Section 05: Tips and Tricks		
09	0206 How to combine data from multiple files (XLSX, CSV)	3:48
10	0207 Use Data Profiling feature of the Browse Tool to understand data quality	9:04
11	0208 Use Data Cleansing Tool to improve the data quality	0:30
12	0209 Use Container Tool to isolate / disable a section or process of the workflow	3:48
13	0210 Use Comment & Container Tool for documentation	9:04
14	0211 Use Multi-Row Formula tool to fill down values from row values above	0:30
15	0212 Use Multi-Row Formula tool to fill down values from row values above	0:30
Section 06: Project #3		
16	0213 Fuzzy Match	7:51

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KNIME

SN	Lecture Name
Section 1: Introduction	
01	Downloading KNIME Analytics Platform
02	KNIME Interface Walkthrough
03	How to use the Exercise Files
Section 2: Input & Output Nodes (Read & Write)	
04	Reader Nodes (File, Excel, and CSV)
05	Writer Nodes (Excel and CSV)
06	Table Creator
Section 3: Data Blending	
07	Understanding different types of JOINS
08	Working with JOIN Types
09	Column Rename
10	Column Appender
11	Column Combiner
12	Column Merger
Section 4: Data Manipulation - Part 1 (Filter & Splitter)	
13	Duplicate Row Filter
14	Row Filter
15	Nominal Value Row Filter
16	Rule-based Row Filter
17	Date&Time-based Row Filter
18	Column Filter
19	Splitter Nodes (Row, Rule-based Row, and Nominal Value)
Section 5: Data Manipulation - Part 2 (Transform)	
20	Sorter
21	Column Resorter
22	Pivoting
23	GroupBy
24	Unpivoting
25	Concatenate
26	Missing Value
Section 6: Data Manipulation - Part 3 (Split & Join Text)	
27	Cell Splitter
28	Cell Splitter By Position
29	Column Aggregator
Section 7: Data Manipulation - Part 4 (Convert & Replace)	
30	Data Type Conversions (Number, String, and Date&Time)
31	Extract Date&Time Fields
32	MathFormula and Rule Engine
33	String Manipulation - Part 1

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34	String Manipulation - Part 2
35	Column Expressions
Section 8: Bonus	
36	Annotations, Comments, Metanodes (Basics)
37	Statistics node

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360° Financial Modeling & Valuation Ninja Course

S N	Lecture Name	Duratio n
Section 1: Overview of Financial Modeling		
01	001 What is Financial Modeling?	1:25
02	002 Uses: Valuation/Business Plan/Project Evaluations	3:46
03	003 What is Financial Statement Analysis (FSA)? Overview of Financial Statements	2:16
04	004 Users of FSA and where to find the financial statements	1:42
05	005 Key Concepts: Time Value of Money, Double Entry Accounting, Accrual Accounting	4:00
06	006 Three Phases: 1. Populating Historical 2. Forecasting Financial Performance 3	3:31
Section 2: Building a Financial Model		
07	007 Determining the color palette, historical & forecast time frame, formatting	0:49
08	008 Grouping sheets while building similar structures	5:03
09	009 Building IS and BS with Vertical and Horizontal Analysis and CAGR	4:32
10	010 Creating Assumptions/Schedules Sheet to modify drivers of forecasted line items	3:17
11	011 Linking the items across the financial statements and other sheets	4:50
12	012 Deciding Key Driving Rates: Historical, Company Guidance, Analyst's Judgement	4:50
Section 3: Income Statement		
13	013 Building the format of the income statement and appropriation account	1:21
14	014 Creating revenue model with relevant drivers that are regularly disclosed by the company	4:03
15	015 Income (Core & Ancillary) and Expenses (Operating, non-operating, interest, tax)	4:42
16	016 Margin Base: Gross Profit, EBITDA, EBIT, Net Profit	5:13
Section 4: Balance Sheet		
17	017 Items to include from current assets & current liabilities in working capital calculation	0:49
18	018 Waterfall method of depreciation and CapEx with reinvestment ratio	5:03
19	019 Fixed Asset schedule calculation	4:32
20	020 Debt Schedule Calculation	3:17
21	021 Interest Calculation	4:50
22	022 Calculate Age, useful life, remaining useful life of assets using Gross Block and more...	4:50
Section 5: Cash Flow Statement		
23	023 Cash Flow from Financing Activities	0:49
24	024 Net Change in Cash	5:03
25	025 Opening and Closing Balance	4:32
26	026 Balancing Figure	3:17
27	027 Direct vs Indirect format of the Cash Flow Statement	4:50
28	028 Calculate Age, useful life, remaining useful life of assets using Gross Block and more...	4:50
Section 6: DCF		
29	029 Free Cash Flow to the Firm (FCFF) vs Free Cash Flow to Equity (FCFE)	0:49

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30	030 WACC, BETA, CAPM Calculation	5:03
31	031 Sensitivity Analysis on target price comparing growth and WACC in GGM	4:32
Section 7: Relative Valuation		
32	032 Equity Value Multiples vs Enterprise Value Multiples	3:17
Section 8: Integrated Sheets		
33	033 Smartly linking key financial line items to easily update periodic data	4:50
Section 9: Ratio Analysis		
34	034 Liquidity Ratios	4:50
35	035 Leverage Ratios	4:50
36	036 Efficiency Ratios	4:50
37	037 Coverage Ratios	4:50
38	038 Profitability Ratios	4:50

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Project Finance Financial Modelling

SN	Lecture Name	Duration
Section 1: Introduction		
01	0101 Introduction of Project Finance	1:05
Section 2: Component Model		
02	0102 Introduction of Component	1:00
03	0103 Creation of Flags Part 1 (Holiday Expense)	1:04
04	0104 Creation of Flags Part 2 (Start Date & End Date)	1:08
05	0105 Creation of Flags Part 3 (Recurring Expense)	1:08
06	0106 Calculation of Escalation Rate	1:05
07	0107 Building Schedules using BASE Approach	1:45
08	0108 Constructing a Depreciation Cap	3:00
09	0109 Building a Circularity Switch	0:50
10	0110 How to add Symbols to bullet points	2:20
11	0111 Creating a Waterfall Structure	3:00
12	0112 Preparing a Loan Repayment Schedule	2:03
13	0113 Using VLOOKUP with True	1:09
14	0114 Calculation of IRR & NPV	3:00
Section 3: Financial Model		
15	0115 Model Preview	1:09
16	0116 Project Details and Assumptions Sheet	2:03
17	0117 Sheet Preview and Building Dynamic Timeline	1:09
18	0118 Building the schedule for Revenue Forecast	2:00
19	0119 Building the schedule for Capital Expenditure	1:00
20	0120 Building the schedule for Annual & Accumulated Depreciation	5:00
21	0121 Building the schedule for Financial Structure	0:08
22	0122 Building the schedule for Equity	1:09
23	0123 Building the schedule for Government Grant	3:05
24	0124 Building the schedule for Debt	2:01
25	0125 Building the schedule for Other Operational Costs	2:05
26	0126 Building the schedule for Working Capital	1:08
27	0127 Building the schedule for Dividend	1:00
28	0128 Building the schedule for Tax	1:07
29	0129 Linking the Income Statement	3:03
30	0130 Linking the Balance Sheet	1:03
31	0131 Linking the Cash Flow Statement	1:02
32	0132 Building the schedule for Cash Surplus and Cash Overdraft	2:07
33	0133 Key Concepts for the Calculation of IRR & NPV	2:00
34	0134 Calculating Unlevered IRR	1:09
35	0135 Calculating Unlevered NPV	0:50
36	0136 Calculating Levered IRR	1:00
37	0137 Calculating Levered NPV	1:03

Excel & Analytics Courses

Python for Finance

SN	Lecture Name	Duration
Section 1: Introduction		
01	Course Introduction	1:27
02	Why Python for Finance	2:31
03	Why Spyder for Python	3:07
04	Environment Setup	4:07
Section 2: Python Basics		
05	Python Introduction	3:57
06	Data Types	0:34
07	Functions	2:07
08	Conditions and Loops	2:08
09	Python Assignment	2:30
10	Assignment Solution	4:12
Section 3: Numpy Functions		
11	What is Numpy	1:57
12	How to Install Python Libraries	1:52
13	Arrays	0:57
14	Indexing & Operations	2:01
15	Numpy Assignment	2:59
Section 4: Pandas Data Handling		
16	Pandas Data Handling	2:51
17	Series	1:57
18	Dataframes	4:22
19	Moving Average	9:46
20	Pandas Assignment	2:04
Section 5: Matplotlib Visual Analysis		
21	What is Matplotlib	3:04
22	Types of Plots	2:37
23	Creating Plots in Python Part 1 and 2	1:15
24	Pandas Assignment	4:00
25	Seaborn	4:33
Section 6: Scikit-learn Prediction		
26	What is scikit-learn	2:13
27	Types of Models	3:58
28	Prediction Models	2:56
29	What is Regression in Finance	4:49
30	Linear Regression	2:41
31	Prediction - Data Preprocessing	4:08
32	Prediction - Regression	2:48
33	Scikit-learn Assignment	1:58
Section 7: S&P-500 Price Prediction		

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34	Overview	5:18
35	Project Tasks	1:51
36	Data Processing	7:11
37	Prediction Part 1	2:19
38	Prediction Part 2	3:10
39	Project Solution	1:53
Section 8: Risk Analysis of Credit Card Defaulter		
40	Overview	1:39
41	Project Tasks	1:19
42	Data Processing	3:36
43	Prediction	1:42
44	Project Solution	4:04
Section 9: Bonus Resources		
45	Bonus Resources	3:02
46	Guide to Resources	0:28
47	Tutorial Links	3:42
48	Dataset Links	0:55
Section 10: Conclusion		
49	Conclusion	3:58
50	Future Courses Scope	4:08

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QlikSense

SN	Lecture Name
Section 1: Introduction	
01	Intro and Welcome
02	Why QlikSense?
03	Qlik Family
04	Getting Started With Qlik
Section 2: Know About the Course	
05	QlikSense Personal Desktop
06	Download and Install
07	Insight about course and what we will achieve
Section 3: Open the QS and Know about the Sheet	
08	A full developed Sheet
09	Dashboards Components Charts, Data and Measure, Fields Custom
Section 4: Load data and Transformation	
10	Connect to live connection to CSV, Excel, MS SQL Server & other RDBMS Databases
11	First Load, Inline Table- Data Script
12	Dimensions & Measures - Data Manger
Section 5: Data properties and Data Model	
13	Assign an alias to a data value
14	Join , Concatenation, Apply Map
15	Change default properties for a data field
16	Synthetic Keys, Circular Ref
Section 6: Creating Data visualizations	
17	Demo of developed Sheet
18	Filter Pane
19	Create a bar chart & Stacked bar Chart
20	Create a line chart or Trend Chart
21	Create a map using geographic data
22	Create a Pie Chart/ Donut
Section 7: Create Advanced charts	
23	Gauge
24	Pivot
25	Text
26	Create a waterfall chart
Section 8: Organize & Modify Data	
27	Create Groups
28	Create Hierarchies / Cyclig Group
29	Variables
30	Set Analysis
31	Add Filter to the view
32	Sort data using Alt measures or dimensions

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33	Create Calculated fields
34	Search
Section 9: Format Worksheets KPI	
35	1 Measure
36	2 Measure
37	Attach to another Sheet
38	Color Sorting, Legends
Section 10: Scripting	
39	Resident Load
40	Preceding Load
41	Peek, Incremental
Section 11: Create and modify a dashboard	
42	Master Items- D/M/V/Alternate/Container object
43	Extensions
44	CrossTables
Section 12: Story Telling	
45	BookMark
46	Create a story using dashboards
Section 13: End Notes	
47	Creating Profile on Qlik, Prodcust of Qlik, Community
48	QlikView
49	N Printing

Excel & Analytics Courses

Power BI DAX

SN	Lecture Name	Duration
Section 01: Introduction		
01	Important Note before Starting	3:02
Section 02: Essential DAX Concepts- Part 1		
02	Implicit vs Explicit Measure	1:50
03	Calculated Column vs Measure	3:04
04	Evaluation Context = Filter & Row Context	4:11
Section 03: Essential DAX Concepts - Part 2		
05	Basics of Table Relationship	5:49
Section 04: Working with DAX		
06	DISTINCTCOUNT	2:29
07	COUNTROWS	1:26
08	Understanding Column vs Measure using SUMX (Iterator)	4:38
09	Why SUM Measure	2:44
10	CALCULATE	2:23
11	FILTER	3:11
12	Unique Date Table using CALENDARAUTO	3:18
13	DATEADD	5:44
14	SAMEPERIODLASTYEAR	3:18
15	DATESINPERIOD	6:29
16	DATESINBETWEEN	3:29
17	TOTALYTD	4:11
18	ALL, ALLSELECTED	8:05
19	DIVIDE	3:39
20	RELATED	3:30
21	SUMMARIZE	6:00
22	ADDCOLUMNS	2:05
23	DISTINCT	2:25
24	FORMAT	1:36
25	Nested IFs vs SWITCH	3:29
26	SWITCH with TRUE()	4:29
27	Operators – AND / OR	3:29

Excel & Analytics Courses

SQL Ninja

SN	Lecture Name
Section 1: A Walkthrough	
01	Course Introduction
02	About SQL
03	Tables and DBMS
04	SQL Queries
05	PostgreSQL
Section 2: Getting Started	
06	Installation
Section 3: Case Study Overview	
07	Case Study Part 1
08	Case Study Part 2
Section 4: SQL Fundamentals	
09	CREATE Statement
10	Exercise - Create DB and Table
11	INSERT Statement
12	Import Data from File
13	Exercise - Inserting and Importing
14	SELECT statement
15	SELECT DISTINCT
16	WHERE Clause
17	Logical Operators
18	Exercise - SELECT & WHERE
19	UPDATE Query
20	DELETE Query
21	ALTER Table
22	Updating Table
Section 5: Restore and Backup	
23	Restore and Back-up
24	Exercise - Restore and Back-up
Section 6: Selection Commands - Filtering	
25	IN Condition
26	BETWEEN Condition
27	LIKE Condition
28	Exercise - In, Like, and Between
Section 7: Selection Commands - Ordering	
29	Commenting in SQL
30	ORDER BY Command
31	LIMIT Statement
32	Exercise - Sorting
Section 8: Alias	

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33	AS Keyword
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Section 9: Aggregate Commands

34	COUNT Function
35	SUM Function
36	AVERAGE Function
37	MIN & MAX Function
38	Exercise - Aggregate Function

Section 10: Group By

39	GROUP BY
40	HAVING
41	Exercise - Group By

Section 11: Conditional Statements

42	CASE WHEN
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Section 12: Joins

43	Joins Overview
44	Inner Join
45	Left Join
46	Right Join
47	Full Outer Join
48	Cross Join
49	Except Operator
50	Union Operator
51	Exercise - Joins

Section 13: Subqueries

52	Subquery
53	Exercise - Subqueries

Section 14: Views and Indexes

54	VIEWS
55	INDEX
56	Exercise - Views

Section 15: String Functions

57	LENGTH Function
58	UPPER and LOWER Function
59	REPLACE Function
60	TRIM, LTRIM, RTRIM
61	CONCATENATION Operator
62	Substring Function
63	String Aggregator
64	Exercise - String Function

Section 16: Mathematical Functions

65	CEIL & FLOOR Functions
66	RANDOM Function

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67	SETSEED Function
68	ROUND Function
69	POWER Function
70	Exercise - Math Function

Section 17: Date-Time Function

71	CURRENT DATE and TIME
72	AGE Function
73	Extract Function
74	Exercise - Date Time Function

Section 18: Pattern (String) Matching

75	Basics of Pattern Matching
76	Pattern Matching (Advanced)
77	Exercise - Regular Expressions (RegEx)

Section 19: Data Type Conversion Functions

78	Numbers to String
79	String to Numbers

Section 20: User Access Control Functions

80	User Control
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Section 21: Extras - Interview Preparation

81	Tablespace
82	PRIMARY and FOREIGN KEY
83	ACID compliance
84	Truncate

Section 22: Tuning Tips

85	Optimizing your Query
86	Soft Delete vs. Hard Delete
87	Update and Case Statements
88	Vaccum
89	Improve Efficiency of your Codes using Truncate
90	String Functions
91	Joins
92	Schemas

Excel & Analytics Courses

PMP

SN	Lecture Name
PMP Course Overview	
01	0101 Course Director Info
02	0102 Introduction to PMP Certification
Project Management Framework	
03	0201 Section Overview
04	0202 What is a Project
05	0203 Project Lifecycle
06	0204 Project vs Operation
07	0205 What is Project Management
08	0206 Project Program and Portfolio
09	0207 Project Management Office
10	0208 Project Constraints
11	0209 Project Stakeholders
12	0210 Enterprise Environmental Factors
13	0211 Organizational Process Assets
14	0212 Overview of Organizations
15	0213 Functional Organization
16	0214 Projectized Organization
17	0215 Matrix Organization
18	0216 Authority Level of Project Manager
19	0217 Overview of Project Management Process Groups
20	0218 PDCA Cycle
21	0219 Process Group Interactions
Project Integration Management	
22	0301 Section Overview
23	0302 Definition (Project Integration Management)
24	0303 Processes in Project Integration Management
25	0304 Definition (Develop Project Charter)
26	0305 Develop Project Charter Inputs Tools and Techniques and Outputs
27	0306 Definition (Develop Project Management Plan)
28	0307 Develop Project Management Plan Inputs Tools and Techniques and Outputs
29	0308 Definition (Direct and Manage Project Work)
30	0309 Direct and Manage Project Work Inputs Tools and Techniques and Outputs
31	0310 Definition (Monitor and Control Project Work)
32	0311 Monitor and Control Project Work Inputs Tools and Techniques and Outputs
33	0312 Definition Perform Integrated and Change Control
34	0313 Perform Integrated and Change Control Inputs Tools and Techniques and Outputs
35	0314 Definition Close Project or Phase
36	0315 Close Project or Phase Inputs Tools and Techniques and Outputs

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37	0316 Summary of project Integration Management
Project Scope Management	
38	0401 Section Overview
39	0402 What Normally Happens in Project Scope Management
40	0403 Definition Project Scope Management
41	0404 Processes in Project Scope Management
42	0405 Definition Plan Scope Management
43	0406 Plan Scope Management Inputs Tools and Techniques and Outputs
44	0407 Definition Collect Requirements
45	0408 Collect Requirements Inputs Tools and Techniques and Outputs
46	0409 Definition Define Scope
47	0410 Define Scope Inputs Tools and Techniques and Outputs
48	0411 Definition Create WBS
49	0412 Create WBS Inputs Tools and Techniques and Outputs
50	0413 Definition Validate Scope
51	0414 Validate Scope Inputs Tools and Techniques and Outputs
52	0415 Definition Control Scope
53	0416 Control Scope Inputs Tools and Techniques and Outputs
54	0417 Summary of Project Scope Management
Project Time Management	
55	0501 Section Overview
56	0502 Definition Project Time Management
57	0503 Processes in Project Time Management
58	0504 Definition Plan Schedule Management
59	0505 Plan Schedule Management Inputs Tools and Techniques and Outputs
60	0506 Definition Define Activities
61	0507 Define Activities Inputs Tools and Techniques and Outputs
62	0508 Definition Sequence Activities
63	0509 Sequence Activities Inputs Tools and Techniques and Outputs
64	0510 Definition Estimate Activity Resources
65	0511 Estimate Activity Resources Inputs Tools and Techniques and Outputs
66	0512 Definition Estimate Activity Durations
67	0513 Estimate Activity Durations Inputs Tools and Techniques and Outputs
68	0514 Definition Develop Schedule
69	0515 Develop Schedule Inputs Tools and Techniques and Outputs
70	0516 Definition Control Schedule
71	0517 Control Schedule Inputs Tools and Techniques and Outputs
72	0518 Summary of Project Time Management
Project Cost Management	
73	0601 Section Overview
74	0602 Definition Project Cost Management

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75	0603 Processes in Project Cost Management
76	0604 Definition Plan Cost Management
77	0605 Plan Cost Management Inputs Tools and Techniques and Outputs
78	0606 Definition Estimate Costs
79	0607 Accuracy of Estimates
80	0608 Estimate Costs Inputs Tools and Techniques and Outputs
81	0609 Definition Determine Budget
82	0610 Determine Budget Inputs Tools and Techniques and Outputs
83	0611 Definition Control Costs
84	0612 Control Costs Inputs Tools and Techniques and Outputs
85	0613 Summary Project Cost Management
Project Quality Management	
86	0701 Section Overview
87	0702 Introduction and Definition Project Quality Management
88	0703 Processes in Project Quality Management
89	0704 Quality vs Grade
90	0705 Prevention vs Correction
91	0706 Precision vs Accuracy
92	0707 Definition Plan Quality Management
93	0708 Plan Quality Management Inputs Tools and Techniques and Outputs
94	0709 Definition Perform Quality Assurance
95	0710 Perform Quality Assurance Inputs Tools and Techniques and Outputs
96	0711 Definition Control Quality
97	0712 Control Quality Inputs Tools and Techniques and Outputs
98	0713 Control Charts
99	0714 Summary of Project Quality Management
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101	0802 Introduction and Definition Project HR Management
102	0803 Processes in Project HR Management
103	0804 Definition Plan HR Management
104	0805 Plan HR Management Inputs Tools and Techniques and Outputs
105	0806 Definition Acquire Project Team
106	0807 Acquire Project Team Inputs Tools and Techniques and Outputs
107	0808 Definition Develop Project Team
108	0809 Develop Project Team Inputs Tools and Techniques and Outputs
109	0810 Definition Manage Project Team
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112	0901 Section Overview

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113	0902 Definition Project Communications Management
114	0903 Processes in Project Communications Management
115	0904 Definition Plan Communications Management
116	0905 Plan Communications Management Inputs Tools and Techniques and Outputs
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119	0908 Definition Control Communications
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121	0910 Summary of Project Communications Management
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123	1002 Introduction and Definition of Project Risk Management
124	1003 Process in PRM
125	1004 How to Calculate Risk and Risk Breakdown Structure
126	1005 Definition Plan Risk Management
127	1006 Plan Risk Management Inputs Tools and Techniques and Outputs
128	1007 Definition Identify Risks
129	1008 Identify Risks Inputs Tools and Techniques and Outputs
130	1009 Definition Perform Qualitative Risk Analysis
131	1010 Perform Qualitative Risk Analysis Inputs Tools and Techniques and Outputs
132	1011 Definition Perform Quantitative Risk Analysis
133	1012 Perform Quantitative Risk Analysis Inputs Tools and Techniques and Outputs
134	1013 Self Assessment of Qualitative Risk Analysis Quantitative Risk Analysis
135	1014 Definition Plan Risk Responses
136	1015 Plan Risk Responses Inputs Tools and Techniques and Outputs
137	1016 Definition Control Risks
138	1017 Control Risks Inputs Tools and Techniques and Outputs, Summary
139	1018 Expected Monetary Value
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140	1101 Section Overview
141	1102 Introduction and Definition of Project Procurement Management
142	1103 Processes in Project Procurement Management
143	1104 Definition Plan Procurement Management
144	1105 Plan Procurement Management Inputs Tools and Techniques and Outputs
145	1106 Definition Conduct Procurements
146	1107 Conduct Procurements Inputs Tools and Techniques and Outputs
147	1108 Definition Control Procurements
148	1109 Control Procurements Inputs Tools and Techniques and Outputs
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151	1112 Summary of Project Procurement Management

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Project Stakeholder Management	
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154	1203 Processes in Project Stakeholder Management
155	1204 Definition Identify Stakeholders
156	1205 Identify Stakeholders Inputs Tools and Techniques and Outputs
157	1206 Definition Plan Stakeholder Management
158	1207 Plan Stakeholder Management Inputs Tools and Techniques and Outputs
159	1208 Definition Manage Stakeholder Engagement
160	1209 Manage Stakeholder Engagement Inputs Tools and Techniques and Outputs
161	1210 Definition Control Stakeholder Engagement
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165	1302 Project Selection Techniques and Basics accounting
166	1303 Network Diagram
167	1304 Three Point Estimation 1
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169	1306 Mathematics in Cost Management
170	1307 Earned Value Management 1
171	1308 Earned Value Management 2
172	1309 Example of Earned Value Management
173	1310 Forecasting and To Complete Performance Index
174	1311 Mathematics in Communication Management
175	1312 Expected Monetary Value Analysis
176	1313 Mathematics in Procurement Management

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Libre Office

SN	Lecture Name
01	Chart
02	Concatenate
03	Countifs Sumifs
04	Date Calc
05	Drop Down List
06	Find And Replace
07	Formatting - Part 1
08	Formatting - Part 2
09	Formatting - Part 3
10	Left Right Mid
11	Logicals
12	Pivot Table
13	Printing
14	Sort And Filter
15	Text To Columns
16	Vlookup
17	Automating Tasks using Rules
18	Calendar (Events and Tasks) - Part 1
19	Calendar (Events and Tasks) - Part 2
20	Categorize emails
21	Email Formatting
22	Email Signature
23	Logging In
24	Mailbox And Attachment Size
25	Marking Emails Urgent
26	Miscl Settings And Features
27	New Folder
28	Out Of Office Replies
29	Quick Actions
30	Reusable Template
31	Save Email As Pdf
32	Search Old Emails

Excel & Analytics Courses

SAS Programming

SN	Lecture Name
Section 1: Introduction	
01	Introduction to SAS
02	Introduction to SAS Software
03	Introduction to SAS Programs
04	Introduction to SAS Data set
05	Operators - Comparison, Logical, Special Part 1
06	Operators - Comparison, Logical, Special Part 2
07	Reading Data Set
08	Reading Excel file using the libname statement
09	Reading excel file using the import wizard
10	Reading excel file using the proc import statement
11	Exporting the data set using Export Wizard
12	Exporting the data set using PROC Export
13	Reading text files
14	Reading CSV files
15	Data lines
16	What is Program Data Vector (PDV)?
17	Sub setting variables
18	Sub setting the data with if-else statement
19	Creating variables conditionally
20	IF vs WHERE
21	Combining SAS data sets vertically using PROC Append
22	Combining SAS data sets vertically using Concatenation
23	Sorting using PROC
24	Combining SAS data sets horizontally using Merge statement
25	Enhancing reports and Producing summary reports in HTML and PDF formats
26	Functions
27	Processing Iterative data
28	Arrays and PROC Transpose Part 1
29	Arrays and PROC Transpose Part 2
30	Introduction to the Macro Facility
31	Macro Variables
32	Different ways to define Macro Variables
33	Macro functions
34	Macro Definitions
35	Creating a Macro Definition
36	Iterative Processing
37	PROC SQL with business scenarios
38	INTO Statement

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39	Union & Joins in SAS
40	Business Scenario: Date function
41	Business Scenarios: Substr function
42	Business Scenarios: Converting Variable Types Part 1
43	Business Scenarios: Converting Variable Types Part 2
44	Business Scenarios: Validating and Cleaning the data Part 1
45	Business Scenarios: Validating and Cleaning the data Part 2
46	Business Scenarios: Do-loop
47	Business Scenarios: Calculating the salary total by department

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Excel for HR

SN	Lecture Name	Duration
01	Analyzing Expense Claims - Part 1	13:31
02	Analyzing Expense Claims - Part 2	2:43
03	Analyzing HR Survey (Google Forms)	10:15
04	Data Cleaning for Email and Attendance	4:14
05	Reconcile Names of Different Spellings	5:47
06	360 Degree Feedback (Reporting)	6:51
07	Allocating Hours (Trainers)	8:12

Excel for Sales & Marketing

SN	Lecture Name	Duration
01	Sales Data Visualization (without Charts)	4:41
02	Data Consolidation	5:41
03	After Sales Support - (TAT)	4:07
04	After Sales Support (Warranty Date Expiry)	1:53
05	Sales Allocation by Sales Person	8:36
06	Pivot 1 - 3y Sales (Append Files)	4:37
07	Pivot 2 - 3y Sales (Analysis)	11:10
08	Commission Calculation (Date Buckets)	10:12
09	Sales Analysis by Ticket Size	3:14
10	Region-Wise Bank Accounts for Sales Collection	7:58

New Microsoft Excel 2019 and Office 365 Features

SN	Lecture Name	Duration
01	CONCAT and TEXTJOIN	4:15
02	FILTER	6:45
03	IFS and SWITCH	5:19
04	LET	3:00
05	MAXIFS and MINIFS	3:31
06	Project: TEXTJOIN and IF	7:20
07	SEQUENCE	1:59
08	SORT	6:09
09	UNIQUE	2:50
10	SORTBY	1:38

Google Sheets for Excel Users

[Coming soon]