

Course Name:	Excel Ninja
No. of Lectures:	227
Duration (Hrs.)	15.3

Section no.	Section Name	Lecture Name	Duration (Mins.)
01	Ninja Shortcuts	Introduction	5:12
01	Ninja Shortcuts	0101 - How to learn the best shortcuts in this section?	1:17
01	Ninja Shortcuts	0102 - What is faster than the regular Copy and Paste shortcuts?	3:23
01	Ninja Shortcuts	0103 - What is the shortcut to automatically fill selected cells?	1:16
01	Ninja Shortcuts	0104 - Impress your co-workers with these 6 [data selection and navigating] shortcuts	4:34
01	Ninja Shortcuts	0105 - Impress your co-workers with these 6 [rows and column] shortcuts	3:07
01	Ninja Shortcuts	0106 - Impress your co-workers with these 9 [formula writing & auditing] shortcuts	6:20
01	Ninja Shortcuts	0107 - Impress your co-workers with these 7 [formatting] shortcuts	4:39
01	Ninja Shortcuts	0108 - How to create your own custom shortcut key in 2 clicks? E.g. Paste Special Value	4:45
01	Ninja Shortcuts	0109 - How to audit a Financial Model or a Budget Sheet?	4:51
02	Business Math Calculations	0201 - 2 ways MAX() function can help build Financial Models & Budget	2:44
02	Business Math Calculations	0202 - Which two formula you must know for calculating Bidding & Auction pricing?	2:38
02	Business Math Calculations	0203 - Learn the basics of ROUND(), ROUNDUP() and ROUNDDOWN()	3:43
02	Business Math Calculations	0204 - Learn the advanced level of ROUND(), ROUNDUP() and ROUNDDOWN()	6:38
02	Business Math Calculations	0205 - Learn the 4 most important COUNT formula types	3:20
02	Business Math Calculations	0206 - Why is SUMPRODUCT so important for calculating weighted average?	3:34
02	Business Math Calculations	0207 - How do you perform compounding and discounting calculations in Excel?	2:39
03	Formatting Tricks	0301 - Learn 3 hidden "Custom Format" tricks for formatting the data	5:18
03	Formatting Tricks	0302 - Learn 2 fastest tricks to copy-paste cell formats 3-5x times faster	1:56
03	Formatting Tricks	0303 - How to automate worksheet formatting using Cell Style? - Part 1	4:02
03	Formatting Tricks	0304 - How to automate worksheet formatting using Cell Style? - Part 2	1:15
03	Formatting Tricks	0305 - What is AutoFill and how to activate it?	1:19
03	Formatting Tricks	0306 - 5 tricks of AutoFill options that will save you time in data entry	2:47
03	Formatting Tricks	0307 - Date AutoFill vs. EOMONTH() formula - a Comparison	1:11
03	Formatting Tricks	0308 - What is the difference between Paste Special Transpose & TRANSPOSE() formula?	4:19
04	Formula Pre-Requisite	0401 - What is "locking" the cell reference - Basics of using \$	3:02
04	Formula Pre-Requisite	0402 - Learn the two advanced cases of using \$ while locking the cell reference	3:20
04	Formula Pre-Requisite	0403 - Cell Referencing using - Practice 1	4:22
04	Formula Pre-Requisite	0404 - Cell Referencing using - Practice 2	4:34
04	Formula Pre-Requisite	0405 - Cell Referencing using - Special Trick	2:49
05	Special Cell selections	0501 - How to delete 1000s of errors in an Excel sheet fast?	2:40
05	Special Cell selections	0502 - How to check for cells with formulas amongst 1000s of cells?	2:02
05	Special Cell selections	0503 - How to fill occasional blank cells with a specific text or number?	2:08
05	Special Cell selections	0504 - How to fill in blanks in Excel with the value above?	6:00
05	Special Cell selections	0505 - How to fill in blanks in Excel with the value below?	2:04
05	Special Cell selections	0506 - How to color the visible cells in a filtered list?	2:24
06	Sort & Filter	0601 - Learn the basics of Sorting a list	2:24
06	Sort & Filter	0602 - Why is Custom Sorting important for Expert level Sorting?	5:18
06	Sort & Filter	0603 - How to add one blank row between every row of a list?	2:58
06	Sort & Filter	0604 - How to activate the hidden option of horizontal (left to right) Sorting?	3:29
06	Sort & Filter	0605 - Learn the basics of Filtering a data	3:37
06	Sort & Filter	0606 - Avoid this #1 common mistake while applying Filter	1:25
06	Sort & Filter	0607 - How to analyse the data using Shortcuts after applying Filter?	2:52
06	Sort & Filter	0608 - Why you should never apply SUM or AVERAGE function on a Filtered list?	5:06
06	Sort & Filter	0609 - What is the difference between two versions of SUBTOTAL function?	2:40
06	Sort & Filter	0610 - How to apply Filters on two different data sets of the same worksheet?	2:19
06	Sort & Filter	0611 - How to apply Color Filter and Custom Filter?	1:13
06	Sort & Filter	0612 - What is the difference between Filter & Advanced Filter?	4:30
06	Sort & Filter	0613 - How to apply Advanced Filter with multiple criteria?	4:11
06	Sort & Filter	0614 - 16 ways to set up advanced criteria for Advanced Filter	3:09
07	Working with Dates	0701 - Do you know how Excel stores a Date value to avoid MDY vs DMY confusion?	3:16
07	Working with Dates	0702 - How to change Control Panel settings to change acceptable format for date input?	4:06
07	Working with Dates	0703 - 4 "must-know" date formulas for every Excel user - YEAR, MONTH, DAY, DATE	2:15
07	Working with Dates	0704 - How to get the day name of a date - Sun, Mon etc.	3:06
07	Working with Dates	0705 - 3 date formulas for Project Management - WEEKDAY(), WORKDAY(), NETWORKDAYS()	3:52
07	Working with Dates	0706 - What is the difference between WORKDAY.INTL() vs. WORKDAY()	4:53
07	Working with Dates	0707 - What is the difference between NETWORKDAYS.INTL() vs. NETWORKDAYS()	1:44
07	Working with Dates	0708 - 4 Tricks of Current Date and Time for Excel Modeling	1:29
07	Working with Dates	0709 - How to calculate 5th of next month?	3:41
07	Working with Dates	0710 - How to calculate expiry date for agreements and warranty period?	3:55
08	Data Input	0801 - How to create a basic drop down list?	2:37
08	Data Input	0802 - How to allow the source of drop down list to include future additions?	3:51
08	Data Input	0803 - How to add an error alert and instruction message to avoid invalid data input?	1:36
08	Data Input	0804 - What is the biggest bug in Data Validation and how can it be avoided?	3:52
08	Data Input	0805 - How to restrict user input to a fixed length of characters?	1:35
08	Data Input	0806 - How to write a custom formula to avoid invalid data entry in a cell?	2:01
09	Organising Data	0901 - Why is Grouping columns better than Hiding them?	2:58
09	Organising Data	0902 - How to use Column Grouping effectively?	0:40
09	Organising Data	0903 - How to activate a hidden trick of Grouping?	1:40
09	Organising Data	0904 - How to make your Excel sheet look like a white page?	0:49
09	Organising Data	0905 - How to activate two way Freeze panes?	5:31

Section no.	Section Name	Lecture Name	Duration (Mins.)
10	Pivot Table	1001 - What are the Top 3 tricks of Pivot Table for day to day use?	3:58
10	Pivot Table	1002 - What are the two basic things to avoid for creating Pivot Tables successfully?	2:25
10	Pivot Table	1003 - Step 1 - How to create a Pivot Table?	2:40
10	Pivot Table	1004 - Step 2 - Understanding the 4 grids of a Pivot Table report	3:21
10	Pivot Table	1005 - Step 3 - How to calculate SUM, AVERAGE and COUNT in a Pivot Table	5:06
10	Pivot Table	1006 - Step 4 - How to calculate PERCENTAGE in a Pivot Table	2:22
10	Pivot Table	1007 - Step 5 - What are the different PERCENTAGE calculations types in a Pivot Table?	4:50
10	Pivot Table	1008 - Step 6 - Why is "Grouping" numbers important for analysis?	3:38
10	Pivot Table	1009 - Step 7 - Why is "Grouping" dates important for analysis?	4:09
10	Pivot Table	1010 - Step 8 - Why is "Grouping" text important for analysis?	3:36
10	Pivot Table	1011 - Step 9 - What are the 2 things to do if your Pivot Table's source data changes?	6:19
10	Pivot Table	1012 - Step 10 - How to activate "Auto-Refresh" Pivot Table setting?	0:41
10	Pivot Table	1013 - Step 11 - How to add Sparkline and Pivot charts to visualise your data?	2:13
10	Pivot Table	1014 - Step 12 - How to drill into the details of Pivot Table data?	0:59
10	Pivot Table	1015 - Step 13 - How to create 100s of Pivot Table reports in just 3 clicks?	3:39
10	Pivot Table	1016 - Step 14 - What is Pivot Table Slicer and how is it different from Report Filter?	2:33
10	Pivot Table	1017 - Pivot Table Project for Practice - Sales Data Analysis - Part 1 of 2	7:57
10	Pivot Table	1018 - Pivot Table Project for Practice - Sales Data Analysis - Part 2 of 2	3:09
10	Pivot Table	1019 - Pivot Table Project for Practice - Inventory Analysis - Part 1 of 1	7:01
11	Lookup & Conditional Calculations	1101 - Learn the basics the most important formula of Excel - VLOOKUP	7:59
11	Lookup & Conditional Calculations	1102 - When do I need to apply TRUE instead of FALSE in VLOOKUP?	7:17
11	Lookup & Conditional Calculations	1103 - What are the real-life applications VLOOKUP with TRUE?	6:01
11	Lookup & Conditional Calculations	1104 - What is the difference between VLOOKUP and HLOOKUP?	2:45
11	Lookup & Conditional Calculations	1105 - Learn the basics of VLOOKUP's best friend - MATCH function	3:38
11	Lookup & Conditional Calculations	1106 - Learn how MATCH can be used for slabs based data?	3:46
11	Lookup & Conditional Calculations	1107 - What is 2D Lookup and how can it avoid complex Nested IF statements?	5:54
11	Lookup & Conditional Calculations	1108 - Learnt the trick to remember the 2D Lookup structure using VLOOKUP and MATCH	1:18
11	Lookup & Conditional Calculations	1109 - #1 Common mistake when writing 2D Lookup using VLOOKUP and MATCH	3:51
11	Lookup & Conditional Calculations	1110 - #2 Common mistake when writing 2D Lookup using VLOOKUP and MATCH	2:20
11	Lookup & Conditional Calculations	1111 - 2D Lookup Project for Practice - using VLOOKUP and MATCH	6:13
11	Lookup & Conditional Calculations	1112 - Learn to use 2D Lookup with HLOOKUP and MATCH	6:49
11	Lookup & Conditional Calculations	1113 - Learn the basics of INDIRECT formula	4:24
11	Lookup & Conditional Calculations	1114 - Learn how the write dynamic formulas using INDIRECT function	6:02
11	Lookup & Conditional Calculations	1115 - What is 3D Lookup?	3:39
11	Lookup & Conditional Calculations	1116 - Learn to write 3D Lookup using VLOOKUP, MATCH and INDIRECT functions	7:11
11	Lookup & Conditional Calculations	1117 - What is "reverse" lookup, and why VLOOKUP fails you sometimes?	3:27
11	Lookup & Conditional Calculations	1118 - How to write a "reverse" lookup using INDEX with MATCH?	8:12
11	Lookup & Conditional Calculations	1119 - "Reverse" Lookup Project for Practice - using INDEX with MATCH	6:07
11	Lookup & Conditional Calculations	1120 - How is VLOOKUP different from SUMIFS?	4:28
11	Lookup & Conditional Calculations	1121 - How can you add multiple criteria while writing SUMIFS?	4:12
11	Lookup & Conditional Calculations	1122 - How to use SUMIFS with date range?	5:20
11	Lookup & Conditional Calculations	1123 - How to use a hidden trick of SUMIFS to calculate running total by ID column?	5:31
11	Lookup & Conditional Calculations	1124 - Three most important tricks of writing COUNTIFS function	6:10
11	Lookup & Conditional Calculations	1125 - What is OFFSET function and why experts use it with MATCH function?	15:08
12	Data Cleaning	1201 - How to change case of the text to Upper case, Lower case and Proper case?	1:42
12	Data Cleaning	1202 - How to remove extra spaces in a sentence using TRIM function?	1:43
12	Data Cleaning	1203 - How to find the length of a text using LEN function?	1:33
12	Data Cleaning	1204 - How to convert numbers stored as text back to number using VALUE function?	3:16
12	Data Cleaning	1205 - How can you add a chart inside a cell using REPT function?	1:14
12	Data Cleaning	1206 - How to add missing zeroes in Cheque numbers using LEN and REPT?	4:30
12	Data Cleaning	1207 - How to join text from different cells using CONCATENATE and Ampersand?	4:55
12	Data Cleaning	1208 - How to use wildcard character asterisk with Find and Replace?	3:08
12	Data Cleaning	1209 - How to use wildcard character question mark with Find and Replace?	2:23
12	Data Cleaning	1210 - How to delete delete wildcard character asterisk using Find & Replace?	2:38
12	Data Cleaning	1211 - Why should you use MS Word's Find and Replace over MS Excel's?	6:06
12	Data Cleaning	1212 - How to replace once cell color format with another in the entire worksheet?	4:31
12	Data Cleaning	1213 - How to apply basic Text to Column to split the text of first name and last name?	2:50
12	Data Cleaning	1214 - How to keep the zeroes when applying Text to Column on data with preceeding zeroes?	4:06
12	Data Cleaning	1215 - How to clean numbers which have minus sign at the end instead of at the start?	2:33
12	Data Cleaning	1216 - How to convert numbers with Dr. and Cr. to positive and negative numbers?	2:02
12	Data Cleaning	1217 - How to rectify incorrectly formatted date such as 24.05.2007 using Text to Column?	3:24
12	Data Cleaning	1218 - How to rectify incorrectly formatted date such as 20080009 using Text to Column?	3:18
12	Data Cleaning	1219 - How to use LEFT and RIGHT functions to extract data from a cell?	4:19
12	Data Cleaning	1220 - How can you increase the power of LEFT and RIGHT formulas using SEARCH function?	2:26
12	Data Cleaning	1221 - How is MID more powerful than LEFT and RIGHT functions?	3:42
12	Data Cleaning	1222 - What is the difference between REPLACE and SUBSTITUTE functions?	7:13
12	Data Cleaning	1223 - Flash Fill for Data Cleaning	7:21
12	Data Cleaning	1224 - SEARCH vs FIND	4:57
13	Logical Formula	1301 - What are the Top 7 error and data validity checking formulas?	4:18
13	Logical Formula	1302 - How to write IF formulas - Basic to Intermediate level?	5:19
13	Logical Formula	1303 - The two must under-used logical formulas - AND & OR	5:15
13	Logical Formula	1304 - How to combine IF with AND & OR formulas to make the logic 5x times powerful?	3:35
14	Conditional Formatting	1401 - How to use Conditional Formatting to make a Dashboard showing Growth vs Decline?	5:47
14	Conditional Formatting	1402 - How to change cell colors automatically based on data entered in a cell?	3:15
14	Conditional Formatting	1403 - Three popular Conditional Formatting Tricks - Heat Map, Data Bars, Icon Sets	2:30
14	Conditional Formatting	1404 - Four tricks to color cells with Errors, Specific Values, Duplicates and Blank	5:03
14	Conditional Formatting	1405 - How to use Conditional Formatting to color the rows based on a cell value?	4:12
14	Conditional Formatting	1406 - How to use Conditional Formatting to Formula based w. AND() 2-way input coloring	5:22
14	Conditional Formatting	1407 - How to color the cells where input is from	4:14

Section no.	Section Name	Lecture Name	Duration (Mins.)
15	What-If Analysis	1501 - How to add Spin buttons to make your financial model interactive?	5:09
15	What-If Analysis	1502 - How to work around a major bug of Spin Button?	4:03
15	What-If Analysis	1503 - How to use Scenario Manager to set up three scenarios - Base, Best & Worst?	6:59
15	What-If Analysis	1504 - How to use Goal Seek to calculate the optimal EMI for repaying a Loan?	4:33
15	What-If Analysis	1505 - How to do Sensitivity Analysis using Data Tables feature of What-If Analysis?	8:22
15	What-If Analysis	1506 - How to do Sensitivity Analysis of Loan EMI using Data Tables?	5:22
15	What-If Analysis	1507 - Part 1: How to do use Data Tables with more than one output variable?	2:39
15	What-If Analysis	1508 - Part 2: How to do use Data Tables with more than one output variable?	10:08
16	Subtotal & Consolidation	1601 - How to insert Subtotals in a list of data in a worksheet?	5:34
16	Subtotal & Consolidation	1602 - How to remove Subtotals in a list of data in a worksheet?	1:16
16	Subtotal & Consolidation	1603 - How to create 2-level Subtotals in a list of data in a worksheet?	4:28
16	Subtotal & Consolidation	1604 - How to apply different color to the row totals in a 2-level Subtotals?	1:44
16	Subtotal & Consolidation	1605 - How to Consolidate data tables from multiple worksheets in 1 minute?	4:07
16	Subtotal & Consolidation	1606 - How to add a 3rd dimension while consolidating tables from multiple sources?	7:55
17	Security & Password	1701 - How to password protect selected cells of a Sheet?	6:41
17	Security & Password	1702 - How to select the cells with formulas for locking them?	3:02
17	Security & Password	1703 - Using Workbook Structure protection and Very Hidden property	5:38
17	Security & Password	1704 - How to password protect an Excel file?	2:46
18	Printing & Comments	1801 - Printing Tricks - Repeat Header	2:19
18	Printing & Comments	1802 - Printing Tricks - Enable dashed gridlines	1:14
18	Printing & Comments	1803 - Printing Tricks - Custom Header & Footer	2:53
18	Printing & Comments	1804 - Printing Tricks - Page Order - Vertical vs. Horizontal	2:12
18	Printing & Comments	1805 - Printing Tricks for Financial Analysts - Part 1	1:48
18	Printing & Comments	1806 - Printing Tricks for Financial Analysts - Part 2	1:47
18	Printing & Comments	1807 - Printing Tricks - Print Entire Workbook	0:59
18	Printing & Comments	1901 - How to insert a picture in a cell comment?	4:23
18	Printing & Comments	1902 - How to work with different open workbooks and multiple worksheets?	7:08
18	Printing & Comments	1903 - How to create Hyperlink to different sheets?	3:34
19	Charts	2001 - Essential Settings of Charts - Part 1	5:18
19	Charts	2002 - Essential Settings of Charts - Part 2	6:23
19	Charts	2003 - Trendline	3:18
19	Charts	2004 - Thermometer Chart for comparing Actual vs Target - Basic	5:36
19	Charts	2005 - Thermometer Chart for comparing Actual vs Target - Advanced	6:20
19	Charts	2006 - 2 axis Chart and "Ghostlines" for forecasts	4:23
19	Charts	2007 - Horizontal Bar Chart	4:33
19	Charts	2008 - 100 percent Stacked Bar Chart	4:47
19	Charts	2009 - Who uses Waterfall Chart (Demo)?	5:09
19	Charts	2010 - What is the logic behind Waterfall Chart?	6:52
19	Charts	2011 - Waterfall Chart till Excel v. 2003 - Part 1	0:45
19	Charts	2012 - Waterfall Chart till Excel v. 2003 - Part 2	6:04
19	Charts	2013 - Combining Thermometer Chart with Stacked Column Chart	7:20
19	Charts	2014 - 100 percent Stacked Column Chart	3:17
19	Charts	2015 - Ringed Doughnut	3:47
19	Charts	2016 - Radar or Spider Chart	4:57
19	Charts	2017 - Gantt Chart for Project Management	5:04
19	Charts	2018 - 7 design tricks for Charts	7:32
19	Charts	2019 - Project - Lending Company - Part 1	7:57
19	Charts	2020 - Project - Lending Company - Part 1	3:52
19	Charts	2021 - Tornado or Butterfly Chart	7:57
20	Basics of VBA Macros	2101 - Why do we learn Excel VBA Macros?	4:17
20	Basics of VBA Macros	2102 - How to enable Developer tab	2:02
20	Basics of VBA Macros	2103 - Saving a Macro-enabled workBook (xlsm)	2:53
20	Basics of VBA Macros	2104 - Important Macro Security Settings in Excel	2:13
20	Basics of VBA Macros	2105 - Developer tab - essential buttons	0:54
20	Basics of VBA Macros	2106 - Head & Tail of Macros	4:00
20	Basics of VBA Macros	2107 - Click here button to run a Macro	1:46
20	Basics of VBA Macros	2108 - Macros - Record & Run	5:07
20	Basics of VBA Macros	2109 - Macros - Viewing the code	2:41
20	Basics of VBA Macros	2110 - macro free vs. Macro-enabled Workbook	0:55
20	Basics of VBA Macros	2111 - Visual Basic Editor (VBE)	3:18
20	Basics of VBA Macros	2112 - Personal macro WB	5:20
20	Basics of VBA Macros	2113 - Running a Macro in different ways	2:46
20	Basics of VBA Macros	2114 - Excel Macros for Non-Programmers	11:48
20	Basics of VBA Macros	2115 - Using Google to locate useful VBA code - 1	7:42
20	Basics of VBA Macros	2116 - Using VBE & Macro Recorder to Customize Macro code	4:46
20	Basics of VBA Macros	2117 - Using Google to locate useful VBA Code - 2	6:29
21	Excel Arrays Formulas using Ctrl + Shift + Enter	2201 - Basics of Array Formula (Ctrl Shift Enter) - Example 1	3:16
21	Excel Arrays Formulas using Ctrl + Shift + Enter	2202 - Basics of Array Formula (Ctrl Shift Enter) - Example 2	1:21
21	Excel Arrays Formulas using Ctrl + Shift + Enter	2203 - Building MAX IF and MIN IF with one condition - Example 1	6:31
21	Excel Arrays Formulas using Ctrl + Shift + Enter	2204 - Building MAX IF and MIN IF with one condition - Example 2	5:32
21	Excel Arrays Formulas using Ctrl + Shift + Enter	2205 - Array Formula using MAX() MIN() and IF() - 2 criteria	6:13
21	Excel Arrays Formulas using Ctrl + Shift + Enter	2206 - Find the four earliest dates using SMALL() and IF()	4:14
21	Excel Arrays Formulas using Ctrl + Shift + Enter	2207 - Calculating SUM of Top 3 numbers	2:16
21	Excel Arrays Formulas using Ctrl + Shift + Enter	2208 - SUMPRODUCT - Add numbers from next column	8:21
21	Excel Arrays Formulas using Ctrl + Shift + Enter	2209 - Finding Overlapping Dates using SUMPRODUCT - Part 1 of 2	4:46
21	Excel Arrays Formulas using Ctrl + Shift + Enter	2210 - Finding Overlapping Dates using SUMPRODUCT - Part 2 of 2	3:23
21	Excel Arrays Formulas using Ctrl + Shift + Enter	2211 - Extract unique values from a range	2:14

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