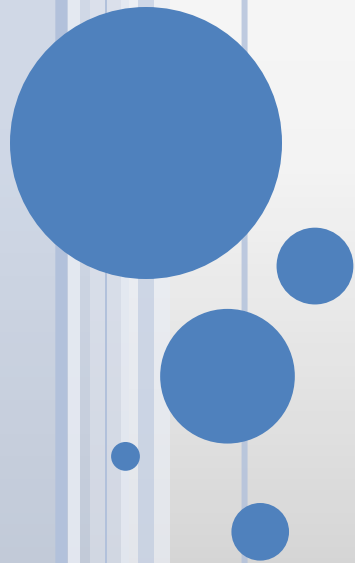


# **EXCEL HERO ACADEMY**

**Excel Your Excellence**



# What is in this?

- About Excel Hero Academy
- Topics Covered
- What to expect at end?
- Who is going to Teach?
- Cost & Duration of the Program
- Contact Details



# About Excel Hero Academy

Excel Hero Academy is  
an excel training program\*  
that can make a  
a beginner†  
an efficient user~ of MS Excel

**It can also help you design world-class Excel Dashboards**



# Following 14 topics are covered

- Formulas
- Formatting
- Conditional Formatting
- Charting
- Advance Charting
- Tables
- Pivot Tables
- Data Filters, Validations
- Importing External Data
- Advanced Formulas
- Form Controls & Macros
- Shortcuts, Productivity
- ***Excel Dashboards*** – Optional
- Bonus Learning



# Formulas

- References, Using \$
- COUNTIF
- SUMIF
- IF, Nested IF, CHOOSE
- VLOOKUP, Adv. VLOOKUP
- HLOOKUP, Adv. HLOOKUP
- MATCH
- INDEX
- OFFSET
- SUMPRODUCT
- ROWS, COLUMNS
- SUMIFS, COUNTIFS
- IFERROR, ISERROR
- SMALL, LARGE
- Text Formulas
- Formula Debugging



# Formatting

- Paste Special
- Format Painter
- Custom Cell Formats
- Date / Time Formatting
- Table Formats
- Formatting Best Practices
- Freezing Rows, Splits
- Formatting for Print



# Conditional Formatting

- Intro to CF
- Formulas in CF
- Using Traffic Lights, Icons
- Adv. CF thru Examples
- Removing CFs, Cleaning



# Charting

- Choosing correct chart
- Various charts in Excel
- Chart formatting Options
- Chart templates
- Best practices
- Combo charts
- Dynamic charts
- Excel charting limitations





# Tables

- Excel 2007 Tables – Intro
- Benefits of using tables
- Table formatting
- Table formulas
- Table – named ranges



# Pivot Tables

- What is a Pivot and why use one?
- Creating Pivots
- Summarizing data
- Calculated Fields, Calculated Items
- Grouping Data
- Pivot Table Tips
- Pivot Charts - Intro



# DATA FILTERS

- Data Filters
- Sorting
- Data Validation
- Error Messages, Invalid Data
- Advanced Filters
- Filters in Tables, Pivots



# IMPORTING DATA

- Text to Columns
- Importing CSV Files
- Importing Text Files
- Importing Web Data
- Importing MS Access Data



# ADVANCED FORMULAS

- Named Ranges, What are they and why use them?
- Dynamic Ranges using OFFSET
- Formula Audit
- 3D References
- Array Formulas – Intro
- Circular References – Intro
- Calculation Modes and uses
- Formula Errors and What to do?



# FORM CONTROLS, MACROS

- Developer Toolbar / Ribbon
- What are Form Controls
- Using Scroll-bar Control
- Using Checkboxes
- What is a Macro?
- Using Macro Recorder
- Getting used to Visual Basic Editor
- Introduction to Macros
- Where to find help?



# SHORTCUTS & PRODUCTIVITY

- 20 Most useful Excel Shortcuts
- Understanding Ribbon
- Customizing Quick Access Toolbar
- Setting Defaults
- Using Templates
- Where to find help & best practices



# EXCEL DASHBOARDS

- What is a Dashboard
- Dashboard Examples
- KPI Dashboard in Excel
- Small Business Dashboard





# BONUS LEARNING

- Goal Seek
- Data Table
- Scenario Manager
- Solver
- Monte-Carlo Simulation



# WHAT TO EXPECT AT THE END?

Towards the end of Excel school\*

You will be proficient in Excel

You will know how to use (and mix) formulas

You will make better charts

You will be productive with excel

You will be able to construct world-class Excel Dashboards

*\*assuming you follow the program and practice*



# WHO IS GOING TO TEACH?

**Dhavan Shah**

CFA, MS(Finance), author of [dhavan002.wordpress.com](http://dhavan002.wordpress.com)

Over 4 years of an Experience

Well respected for excel knowledge



## DURATION OF THE PROGRAM

### Daily Batch

- Daily 1 hr for a month
- Active learning on the complex cases for 30 days

### Weekend Batch

- Only Saturday and Sunday for a month
- Each Saturday and Sunday will be having 4 hrs of active learning (*total 32 hours of learning during a month*)
- *Batches for only Sunday are also available, which will be carried out for 2 months (each Sunday of 4 hrs)*
- Convenient for the working people



# ONLINE EXCEL TRAINING

- Online training will also be provided to the participants. Skype id and other details will be intimated once you sign up for the classes.

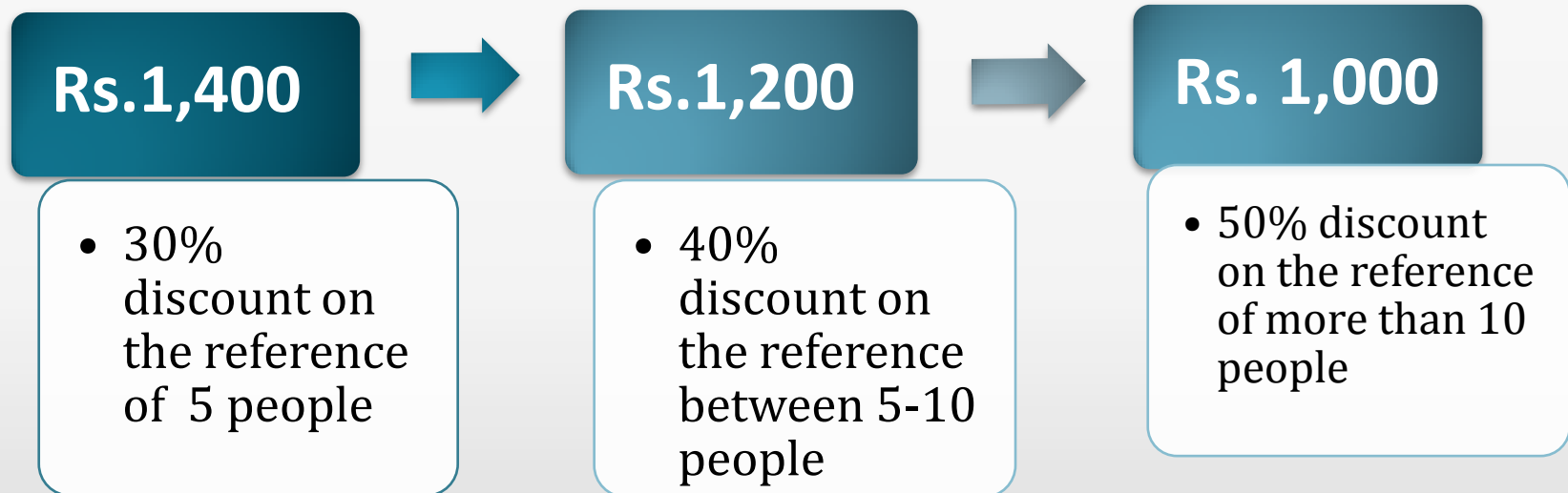
## Pre-requisites:

- You should have Laptop or PC
- Office 2007, 2010 or 2013 required
- Skype and Team Viewer installed
- Good Internet Connection



## COST OF THE PROGRAM

- Cost of the Program would be **Rs. 2,000**, however, cost saving can be made with the following options.



# CONTACT DETAILS

Questions & Doubts?

Please e-mail me at [excelheroacademy@gmail.com](mailto:excelheroacademy@gmail.com)

or call +91 846 082 1015 or +91 987 939 5887



See you in Excel Classes...,

