

Excel School Program

Course Brochure



What is in this ?

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



About Excel School

Excel School is
an online 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



About Excel School

Excel School is
an online 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



- Delivered online
- Each student gets a secure log-in
- No-need to be online at a specific time
- Lessons can be taken repeatedly



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- ***Not a total new-bie***
- Knows how to use excel
- Knows basics like
 - What is a formula
 - What is a chart
- Comfortable with spreadsheet layout



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=

- Can get things done in excel
- Knows handful of
workarounds
- Uses right charts for data
- Comfortable with formulas
- Productive with Excel
- Makes intuitive workbooks &
charts



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

=

- Understand the purpose of dashboards
- Know dashboard design
- Learn from examples
- Construct 4 different dashboards
- Know dashboard best practices & pit-falls



What our students say about Excel School...,

Excel School was a delight. In each of the lessons I have learned many things – one of them that I only knew the very basics.

The best thing of Excel school is the combination of a professional approach, with many subjects thoroughly explained and many tricks given, together with the friendly way of teaching. Thank you so much!

Michiel van Deenen



Topics Covered



Following 13 topics are covered

1. Formulas
2. Formatting
3. Conditional Formatting
4. Charting
5. Advanced Charting
6. Tables
7. Pivot Tables
8. Data Filters, Validations
9. Importing External Data
10. Advanced Formulas
11. Form Controls & Macros
12. Shortcuts, Productivity
- 13. *Excel Dashboards - Optional***



Formulas

1. References, Using \$
2. COUNTIF
3. SUMIF
4. IF, Nested IF, CHOOSE
5. VLOOKUP, Adv. VLOOKUP
6. MATCH
7. INDEX
8. OFFSET
9. SUMPRODUCT
10. ROWS, COLUMNS
11. SUMIFS, COUNTIFS
12. IFERROR, ISERROR
13. SMALL, LARGE
14. Text Formulas
15. Formula Debugging



Formatting

1. Paste Special
2. Format Painter
3. Custom Cell Formats
4. Date / Time Formatting
5. Table Formats
6. Formatting Best Practices
7. Freezing Rows, Splits
8. Formatting for Print



Conditional Formatting

1. Intro to CF
2. Formulas in CF
3. Using Traffic Lights, Icons
4. Adv. CF thru Examples
5. Removing CFs, Cleaning



Charting

1. Choosing correct chart
2. Various charts in Excel
3. Chart formatting Options
4. Chart templates
5. Best practices
6. Combo charts
7. Dynamic charts
8. Excel charting limitations



Tables

1. Excel 2007 Tables – Intro
2. Benefits of using tables
3. Table formatting
4. Table formulas
5. Table – named ranges



Pivot Tables

1. What is a Pivot and why use one?
2. Creating Pivots
3. Summarizing data
4. Calculated Fields, Calculated Items
5. Grouping Data
6. Pivot Table Tips
7. Pivot Charts – Intro



Data Filters

1. Data Filters
2. Sorting
3. Data Validation
4. Error Messages, Invalid Data
5. Advanced Filters
6. Filters in Tables, Pivots



Importing Data

1. Text to Columns
2. Importing CSV Files
3. Importing Text Files
4. Importing Web Data
5. Importing MS Access Data



Advanced Formulas

1. Named Ranges, What are they and why use them?
2. Dynamic Ranges using OFFSET
3. Formula Audit
4. 3D References
5. Array Formulas – Intro
6. Circular References – Intro
7. Calculation Modes and uses
8. Formula Errors and What to do?



Form Controls, Macros

1. Developer Toolbar / Ribbon
2. What are Form Controls
3. Using Scroll-bar Control
4. Using Checkboxes
5. What is a Macro?
6. Using Macro Recorder
7. Getting used to Visual Basic Editor
8. Introduction to Macros
9. Where to find help?



Shortcuts & Productivity

1. 20 Most useful Excel Shortcuts
2. Understanding Ribbon
3. Customizing Quick Access Toolbar
4. Setting Defaults
5. Using Templates
6. Where to find help & best practices



Excel Dashboards

1. What is a Dashboard
2. Dashboard Examples
3. KPI Dashboard in Excel
4. Website Dashboard in Excel
5. Small Business Dashboard
6. Website Dashboard #2
7. Sports Dashboard in Excel
8. Interview with Robert
9. On-Demand Charts in Excel
10. Dashboard Design Principles



How it works?



You sign-up for the program by making online payment

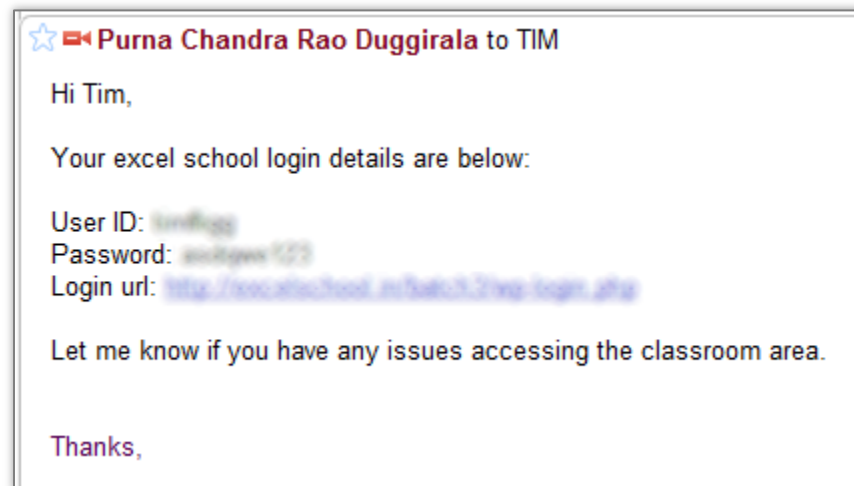
Excel School	Excel School	Excel School & Dashboards
ONLINE VIEWING ONLY	ONLINE + DOWNLOAD	ONLINE + DOWNLOAD
\$97	\$147	\$247
Sign Up	Sign Up	Sign Up



How it works?



Excel School User ID & Password will be emailed to you



How it works?



Access Lessons, Videos and Download Examples As you Like

The screenshot shows the website's navigation bar with links: HOME, LESSON PLAN, PROGRESS TRACKER, DOWNLOADS, DASHBOARDS, IMPORTANT LINKS, and UPGRADE. The main header features a profile picture and the text "Excel School Online Classes" with the tagline "BECOME AWESOME IN EXCEL & DASHBOARDS".

The main content area is titled "Lesson Plan – Recommended viewing order of Excel School Lessons". It includes a paragraph: "Use this Lesson Plan to get the recommended order of Excel School lessons. Also you can keep track of all the lessons in Excel School. New lessons will be added at the end." and a link: "If you want to access all the download links, [checkout Download Index](#)."

Under the heading "Introduction to Excel", there is a list:

1. [Lesson 0 – Overview of Excel](#) ^{NEW}
2. [Excel for Beginners – 10 Videos](#) ^{NEW}

Under the heading "Excel Formulas", there is a list:

3. [Relative & Absolute Cell References in Formulas](#)
4. [Using IF Formula, Nesting IF Formulas](#)
5. [COUNTIF, SUMIF Formulas](#)


The right sidebar shows the user is logged in as "chandoo" and provides links for "Level: Dashboards", "Membership Details", and "Logout". It also lists "EXCEL SCHOOL TOPICS" including: Advanced Charting, Advanced Formulas, Basic Charting, Basic Formulas, Class Projects, Conditional Formatting, Data Filters, and Excel Basics.



How it works?




Ask Questions or Comment on Lessons to Get Answers

Susan Mitchell December 27, 2010 at 7:15 pm [edit]

Chandoo, this was a very helpful lesson. I have one question for you, please:
Can Trim and Clean be combined into one formula, or must they be performed separately?
I routinely work with data that is converted into .xls format, and comes through with spaces (for indented text) as well as non-printing characters for (or text wrapping). It would be lovely to be able to clean these up easily, but I am not understanding how to connect the formulas as you did with MID and FIND.
Thank you.


REPLY

Chandoo December 28, 2010 at 4:55 pm [edit]

You can mix both TRIM and CLEAN like this:

```
=TRIM(CLEAN(A1))
```

REPLY

Susan Mitchell December 28, 2010 at 7:43 pm [edit]

Thank you Chandoo! Sometimes it is challenging to figure out which order to put the commands, such as:

```
=PROPER(MID(B18,23,34))
```

to get
Ross Loves Rachel But Not Sure How
My skills are improving with each lesson, so glad I joined Excel School!

REPLY



How it works?



Take up Home work & Class project assignments to Sharpen your Skills



What our students say about Excel School...,

The whole program has been awesome, from the refreshing of the beginners class to just delving into the Dashboard creation.

Sérgio Silva



Methodology

Each topic will be explained thru
Videos, Screencasts & Text Posts



About Class Projects

We have 2 short class projects

We build something fun, complicated enough to test excel skills

Projects after you finish first 5 and first 10 topics in the school



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?

Purna Duggirala MBA, MS Excel MVP, author of chandoo.org

Over 8 years of Excel Experience | Well respected for my Excel knowledge | Run a popular excel community and blog



Duration of the Program

8 Weeks of Active Learning

6 Months Online Membership

Excel School Starts as soon as you signup and your membership remains active for 180 days.



Cost of the Program

\$97

Excel School

Online Viewing Only

\$147

Excel School

With Downloads

\$247

Excel School + Dashboard Lessons

With Downloads



[Click here to Sign-up](#)



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Cost of the Program (for Indian Students)

Rs 4,000

Excel School

Online Viewing Only

Rs 6,000

Excel School

With Downloads

Rs 10,000

Excel School + Dashboard Lessons

With Downloads



[Payment Link for Indian Students](#)



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How to Join?

Click here to Sign-up

[Payment Link for Indian Students](#)



What our students say about Excel School...,

Fabulous teaching technique. Your ability to teach basics with simple language is truly appreciable.

Reghunath R



More Details...,

Sign-up: <http://chandoo.org/wp/excel-school/>

FAQS: <http://chandoo.org/wp/excel-school/faqs/>

Demo: <http://chandoo.org/wp/excel-school/demo/>



Contact Details

Questions & Doubts?

Please e-mail me at chandoo.d@gmail.com

or visit <http://chandoo.org/wp/>

or call +1 206 792 9480 or +91 814 262 1090



See you in Excel School...,



After my live class with KPMG, Melbourne team

Just wanted to say thank you for the fantastic course you conducted at KPMG in Melbourne.

Some of the ideas you presented were fantastic and I will definitely incorporate them into client work in the future. The course exceeded my expectations. The method and format you presented the course in was absolutely brilliant.

I especially loved the help function you created by using a `SHOW/HIDE` macro on text-boxes and bubble-boxes. So simple but so powerful!

I hope we can get you back out here again and teach us some more cool tricks and ideas that will impress our clients! In the mean time I will keep learning from your website.

Hope you had a great time in Australia,

Adam Z Warhaft

Senior Advisor, KPMG - Australia

[Click here to Sign-up](#) ➔