

Ninja Excel

Full

 249 classes

 15.6 hrs. of video lessons

Included Certifications

- A0
- A1
- A2
- B1
- B2
- C1
- C2

What you'll be able to do

You start at A0, where nothing is assumed, and finish at C2 recording macros and running Solver. Along the way you learn the formulas you currently google, pivot tables, the lookup family, interactive forms, and the automation that replaces the report you build by hand every month.

What it cover

One purchase, all seven certifications, and a year to work through them. It's the same three courses in a single path, so you never have to decide where you fit: you start at the beginning and skip what you already know.

668

Exercises

40

Units

7

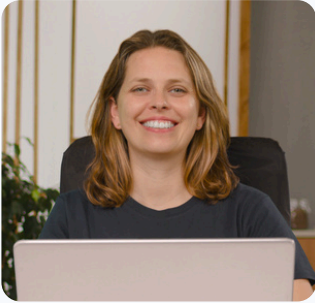
Certifications

12 mo

Access

Included certifications

A0 - Intro Level	5 units. The interface, navigation, shortcuts and the formatting basics.
A1 - Beginner	6 units. Cell formats, sorting, filtering, file protection and your first formulas.
A2 - Elementary	6 units. The everyday function library, Excel tables and nine chart types.
B1 - Intermediate	5 units. The interface, navigation, shortcuts and the formatting basics.
B2 - Upper Intermediate	6 units. Cell formats, sorting, filtering, file protection and your first formulas.
C1 - Advanced	5 units. The interface, navigation, shortcuts and the formatting basics.
C2 - Mastery	6 units. Cell formats, sorting, filtering, file protection and your first formulas.



Certification • Basic Excel Course

A0

Intro Level

5 units

This is for you if you have never had to do more than type into a cell.

What you'll learn

You learn the parts of the screen and how to move around them fast: tabs, the ribbon, the namebox, the formula bar. Then the shortcuts that make you look like you've done this before, and the formatting basics: font, borders, alignment and fill.

Certification Content

Unit 1 - Introduction and Menu	Tabs • Ribbon and Group • Contextual Tabs
Unit 2 - Spreadsheet Interface	Grid • Name Box • Sheets • Formula Bar • Status Bar
Unit 3 - Navigation	Scroll bars • Zoom in and out • Keyboard Navigation • Selecting Cells with Mouse • Select Cells with Keyboard • Tab and Enter
Unit 4 - Shortcuts and Tricks	Insert and Delete columns and rows • Column and Row Sizes • Undo and Redo • Quick Access Toolbar • Freeze Panes
Unit 5 - Introduction and Menu	Enter Data • Edit Data • Cell Fill (fill color) • Cell Fill (pattern style) • Save • Font • Borders • Alignment
Final Exam A0	Pass it to earn the A0 certification

Each unit closes with a summary, a glossary and an assessment.



Certification · Basic Excel Course

A1

Beginner

6 units

This is for you if you can enter data, but the file still looks like something nobody wants to open.

What you'll learn

Cell formats (dates, percentages, currency, custom styles), sorting and filtering, page setup for printing, and protecting a sheet so nobody overwrites your work. It closes with your first real formulas: the four operations, calculation order, and the difference between an absolute and a relative reference.

Certification Content

Unit 1 - Excel Format	Center text across multiple cells · Change text orientation · Merge Cells · Applying Cell Styles · Format Numbers in Cells · Format Text in Cells · Format Numbers as Percentages · Format Numbers as Currency · Create a Cell Style
Unit 2 - Sort Data	Data Preparation · One-Level Sort · Multi-Level Sort · Auto Fill · Flash Fill · Drop-down List · Cells and Range Names
Unit 3 - Filter Data	Prepare Data to Filter · Clear Filters · Filter by specific words · Text Filters · Filter by specific dates · Filter Multiple Columns
Unit 4 - Page Layout and Printing	Create and Apply Custom Views · Page Layout · Reference data in another workbook
Unit 5 - File Protection	Protect Sheet · Unlock Cells · Hide Formulas · Protect Workbook
Unit 6 - Formulas 1	What is a Formula? · Addition, Subtraction, Multiplication and Division · Calculation Order · Cell References · Copy and Paste Formulas · Absolute References · Mixed References
Final Exam A1	Pass it to earn the A1 certification

Each unit closes with a summary, a glossary and an assessment.



Certification · Basic Excel Course

A2

Elementary

6 units

This is for you if you copy formulas from other files without knowing what they do.

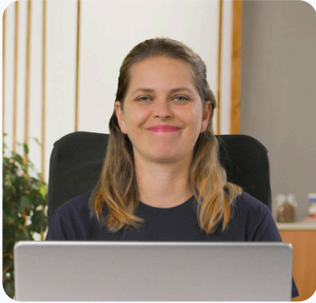
What you'll learn

The function library you'll use every week: SUM, ROUND, COUNT, COUNTIF, SUMIFS, IF, AND, OR, IFERROR, AVERAGE and MEDIAN. Then Excel tables with slicers, and nine chart types with the formatting that makes them readable.

Certification Content

Unit 1 - Intro to Functions	What is a Function? · Create a Function · Advantages · Operations within functions · Errors
Unit 2 - Math and Statistical Functions 1	SUM · ROUND · COUNT and COUNTA · COUNTBLANK · MAX and MIN · Functions within Functions
Unit 3 - Math and Statistical Functions 2	AVERAGE, MEDIAN and MODE.SNGL · SUMPRODUCT · LARGE and SMALL · RAND and RANDBETWEEN · More mathematical functions
Unit 4 - Logical and Conditional Functions 1	IF · AND and OR · Nesting IF, AND, OR · SUMIF · COUNTIF · COUNTIFS · SUMIFS · IFERROR · IFS
Unit 5 - Tables	Create a Table · Table Styles · Sort and Filter · Slicer · Convert and Resize Table · Table Style Options
Unit 6 - Charts and Types	Chart Essentials · Creation and elements of a chart · Chart Formatting · Bar · Line · Combo · Pie · Doughnut · Funnel · Sparklines
Final Exam A2	Pass it to earn the A2 certification

Each unit closes with a summary, a glossary and an assessment.



Certification • Intermeciate Excel Course

B1

Intermediate

6 units

This is for you if the exports you receive arrive messy and you fix them by hand.

What you'll learn

Ten text functions for splitting and joining data, twelve for dates and working days, then scenarios, Goal Seek and forecasting. It ends with pivot tables and pivot charts built from scratch.

Certification Content

Unit 1 - Text Functions	RIGHT and LEFT • SEARCH and FIND • MID • REPLACE and SUBSTITUTE • CONCAT • TEXTJOIN • TEXTBEFORE and TEXTAFTER • TRIM • PROPER, UPPER and LOWER • LEN
Unit 2 - Time and Date Functions	Sum Time • Convert Time Units • TIME • HOUR, MINUTE, SECOND • NOW and TODAY • DATE, DAY, MONTH, YEAR • EDATE and EOMONTH • DATEDIF • WORKDAY • NETWORKDAYS • WORKDAY.INTL • NETWORKDAYS.INTL
Unit 3 - Outline	Grouping and outlining data
Unit 4 - Data Forecast	Show Scenarios • Create Scenarios • Goal Seek • Create Forecast • Data Table
Unit 5 - Pivot Tables	Pivot Table and its characteristics • Create Pivot Tables, drag and sort fields • Pivot Table Options • Refresh • Tables to design Pivot Tables • Value Field Settings • Filter
Unit 6 - Pivot Charts	Building and formatting charts from a pivot table
Final Exam B1	Pass it to earn the B1 certification

Each unit closes with a summary, a glossary and an assessment.



Certification • Intermeciate Excel Course

B2

Upper Intermediate

6 units

This is for you if you've merged two files by copy-pasting and hoping.

What you'll learn

Conditional formatting with your own rules, Text to Columns, Remove Duplicates, and data validation with dependent drop-down lists. Then the whole lookup family: VLOOKUP, HLOOKUP, MATCH, INDEX and INDEX-MATCH, plus formula auditing to trace where a number came from.

Certification Content

Unit 1 - Conditional Formatting 1	Preset Rules • Detect Duplicate Values • Top and Bottom 10 Rules • Data Bars and Color Scales • Icon Sets • Manage Rules • Clear Rules • Rules with Formulas
Unit 2 - Data Tools	Text to Columns • Remove Duplicates • Consolidate
Unit 3 - Data Validation	Data Validation • Input Message • Error Alert • Whole Number • Date • Text Length • List • Dependent Drop-Down Lists
Unit 4 - Lookup Functions	TRANSPOSE • VLOOKUP • HLOOKUP • COLUMN and ROW • COLUMNS and ROWS • MATCH • INDEX • IF with VLOOKUP • IFERROR with VLOOKUP • INDEX-MATCH
Unit 5 - Formula Auditing	Trace Precedents • Trace Dependents • Show Formulas • Evaluate Formula • Error Checking
Unit 6 - Custom Pivot Table Tools	Slicers in Pivot Tables • Timeline • Create Individual Reports • Refresh and Group Data
Final Exam B2	Pass it to earn the B2 certification

Each unit closes with a summary, a glossary and an assessment.



Certification • Advanced Excel Course

C1

Advanced

6 units

This is for you if you build the same report by hand every month.

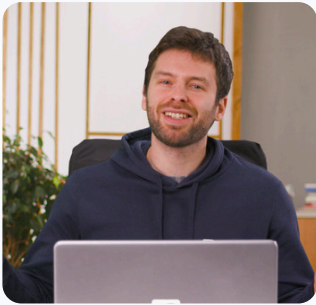
What you'll learn

Calculated fields and items inside pivot tables, slicer styling and report connections. XLOOKUP, FILTER, SORT and UNIQUE, plus CHOOSE, INDIRECT and OFFSET. Then form controls, so other people can use your file without touching a formula.

Certification Content

Unit 1 - Advanced Pivot TableDesign 1	Report Connection • Custom Slicer Style • Multiple Consolidation Ranges (single page field) • Multiple Consolidation Ranges (custom page fields) • Calculated Field • Calculated Item • List Formulas
Unit 2 - Advanced Lookup Functions 1	CHOOSE • INDIRECT • OFFSET • HSTACK and VSTACK • TOROW and TOCOL • WRAPCOLS and WRAPROWS • CHOOSECOLS and CHOOSEROWS
Unit 3 - Advanced Lookup Functions 2	XLOOKUP • SORT • SORTBY • UNIQUE • FILTER • VLOOKUP to cross-reference data • Nesting VLOOKUP and INDIRECT to search different tables • VLOOKUP for multiple results
Unit 4 - Form Controls	Combo Box • Check Box • Spin Button • List Box • Option Button • Charts with Form Controls • Conditional Formatting with Form Controls
Unit 5 - Advanced Filters	Filter by one criterion • Filter by multiple criteria • Filter using wildcard characters • Obtain unique records
Unit 6 - Data Validation 2	Prevent Duplicate Data Records • Avoid transcribing irregular spaces • Dynamic ranges with the OFFSET function
Final Exam C1	Pass it to earn the C1 certification

Each unit closes with a summary, a glossary and an assessment.



Certification • Advanced Excel Course

C2

Mastery

5 units

This is for you if you've heard "macro" and "Solver" for years and never touched either.

What you'll learn

Nested FIND and MID for pulling data out of text nobody formatted, TEXTSPLIT, and the statistical functions with criteria. Then macros: record one, run it, copy it into another workbook, and drive a form with it. Solver closes the course with maximum and minimum objectives.

Certification Content

Unit 1 - Text Functions 2	Nesting FIND and MID for dynamic data extraction • Nesting MID and double-nesting FIND • Nesting FIND and LEFT • TEXTSPLIT
Unit 2 - Statistical Functions	RANK.EQ • FREQUENCY • MAXIFS • MINIFS • AVERAGEIF • AVERAGEIFS
Unit 3 - Advanced Pivot Table Design 2	Show Values As: % of Grand Total • % of Column Total • % of Row Total • % Difference From • Running Total In
Unit 4 - Macros	Fundamentals of Excel Macros • PC settings to work with Macros • Record, Run and Delete a Macro • Copy a Macro to another workbook • Create a Form with Macros • Advanced Filters with Macros
Unit 5 - Solver	Enable the Solver Add-in • Working with Solver • Working with Maximum Objectives • Working with Minimum Objectives
Final Exam C2	Pass it to earn the C2 certification

Each unit closes with a summary, a glossary and an assessment.