Google Advanced Excel Mastery Course Curriculum

Module 1: Introduction to Advanced Excel

⏱ **Duration:** 2h 30m

Overview: This module sets the foundation for advanced users by revisiting core Excel concepts and exploring interface features often overlooked.

Topics Covered:

- Welcome to the Course & Learning Outcomes
- Understanding Excel Versions (Desktop vs Google Sheets Comparison)
- Deep Dive: Excel Interface (Ribbon, Formula Bar, Status Bar)
- Customizing the Ribbon & Quick Access Toolbar
- File Formats & Compatibility Considerations
- Efficient File Management & Template Creation
- Exploring Options and Settings for Advanced Users

Module 2: Keyboard Shortcuts Mastery

⏱ **Duration:** 45m

Overview: Learn to navigate Excel like a pro using powerful keyboard shortcuts to boost your productivity.

Topics Covered:

- Navigation Shortcuts (Jumping Cells, Rows, Sheets)
- Formatting Shortcuts
- Data Entry & Autofill Shortcuts
- Working with Tables and Ranges
- Creating Custom Shortcut Keys

Module 3: Custom Views and Workspaces

⏱ **Duration:** 45m

Overview: Learn how to create flexible workspaces for different data analysis needs.

Topics Covered:

- Creating and Managing Custom Views
- Saving Filter and Print Settings
- Setting up Workspaces for Multiple Projects
- Split View and Freeze Panes Tips

- Working with Multiple Windows and Linked Workbooks

Module 4: Advanced Formulas and Functions

⏱ **Duration:** 3h 45m

Overview: Dive deep into complex formulas that automate, analyze, and enhance your data workflows.

Topics Covered:

- Formula Auditing and Error Handling
- Dynamic Named Ranges
- Text Functions (TEXT, CONCAT, LEFT/RIGHT, MID)
- Logical Functions (IF, AND, OR, NOT)
- Date & Time Functions
- Lookup Functions Overview (VLOOKUP, HLOOKUP, INDEX, MATCH)

Module 5: Array Formulas

⏱ **Duration:** 45m

Overview: Harness the power of array formulas to handle multiple calculations at once.

Topics Covered:

- What are Array Formulas?
- Entering and Editing Array Formulas
- Examples: Conditional Sums and Averages
- Using SEQUENCE, UNIQUE, SORT, and FILTER
- Dynamic Arrays vs Legacy Arrays

Module 6: Nested IF Functions & Logical Branching

⏱ **Duration:** 30m

Overview: Build powerful conditional logic using nested IFs and logical combinations.

Topics Covered:

- Recap: Basic IF Statement
- Creating Nested IF Structures
- Using IFS() and SWITCH() Functions
- Combining IF with AND/OR/NOT
- Real-World Decision Tree Applications

Module 7: VLOOKUP, HLOOKUP & Lookup Alternatives

⏱ **Duration:** 45m

Overview: Go beyond basic lookups and explore advanced techniques and limitations.

Topics Covered:

- Deep Dive into VLOOKUP & HLOOKUP
- Handling Errors with IFERROR()
- Approximate vs Exact Match
- INDEX-MATCH as a VLOOKUP Alternative
- XLOOKUP Overview (if applicable)

Module 8: Data Analysis Tools

⏱ **Duration:** 4h 15m

Overview: Master Excel's built-in tools to clean, analyze, and model your data.

Topics Covered:

- Power Query Basics
  - Importing Data from Multiple Sources
  - Data Cleaning & Transformation
  - M Language Introduction
  - Query Merging & Appending
- Advanced Pivot Tables
  - Custom Calculations
  - Grouping, Slicers & Timelines
  - Pivot Charts & Interactive Dashboards
- Data Modeling in Excel
  - Understanding Relationships & Data Models
  - Using Power Pivot
  - DAX Basics for Calculated Fields

Final Project: Capstone Dashboard Challenge

⏱ **Duration:** 2h

Overview: Apply everything you've learned to create a complete dashboard.

Deliverables:

- Import Raw Data using Power Query

- Build a Pivot Table Summary
- Use Lookup & Array Formulas for KPIs
- Create Dynamic Charts
- Present using Custom Views and Print Layouts

Bonus Content (Optional)

- Google Sheets: Advanced Tips & Formulas
- Excel Add-ins & Automation Tools
- Intro to Excel Macros & VBA
- Exporting to PDF and Preparing for Reports

✅ What You'll Learn

- Advanced formula construction and troubleshooting
- Data cleaning, transformation, and modeling
- Efficient workflows using shortcuts and views
- Creating dynamic dashboards and reports
- Working confidently with large data sets