

# Build Your Own Excel Course

## Master Topic List

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### Instructions

- Each topic shows the amount of time required.
- To select a topic, choose an option in the *Priority* column to indicate its importance to you (1 is the most important).
- Submit this form to us by email.

## Beginner Topics

Your Priority	Topics
	<b>Getting Started with Excel (15 min)</b> The Excel screen Workbooks and sheets Customize the Quick Access Toolbar Using the Ribbon
	<b>Data Entry (1 hour)</b> Entering text/number/dates How Excel stores dates Deleting cell contents Editing cell entries Moving around a worksheet Selecting cells (shortcuts) Using Clear Using Undo and Redo
	<b>Formulas &amp; Functions (3 hours)</b> Entering a basic formula Operators & order of operations Using Sum, Average, Count, CountA, CountBlank, Min and Max functions Today and Now Calculate using dates/times Relative vs Absolute References
	<b>Using the Format Painter (10 min)</b> Paint Once Continue Painting
	<b>Number Formats (30 min)</b> Number & Date formats Creating basic custom formats

Your Priority	Topics
	<b>Cell Alignment Options (45 min)</b> Left, center and right Vertical cell alignment Centering a heading Wrapping text / Rotating text Using indent to create space
	<b>Columns &amp; Rows (30 min)</b> Column widths & row heights Hiding and unhiding Inserting and deleting
	<b>Cut, Copy, Paste (20 min)</b> Drag & Drop to move or copy Cut, Copy, & Paste (different in Excel) Using Paste Special
	<b>Using Fill (45 min)</b> Using Fill to copy formulas Automate entering months, days, a series of numbers, and more Fill options / Fill tricks Creating custom Fill lists Using Flash Fill (2013+)
	<b>Find and Replace (15 min)</b> Finding or Replacing entries, formulas and formats
	<b>Customize The Quick Access Toolbar (15 min)</b>

Your Priority	Topics
	<b>A Quick Look at Formatting (20 min)</b> Fonts and sizes Bold, italic, underline Font colour & fill colour Applying borders Using the Format Painter Clearing Formats
	<b>Files (10 min)</b> Saving, opening and closing files Creating new files
	<b>Page Layout &amp; Printing (15 min)</b> Portrait & landscape Scaling / Paper size Margins / Centre on page Print preview / Printing
	<b>Zooming In and Out (5 min)</b> Using the zoom bar & dialog box Zoom to selection
	<b>Views (5 min)</b> Normal, Page Layout and Page Break Preview Views
	<b>AutoCorrect (15 min)</b> Using built-in settings Using existing abbreviations Adding/Delete abbreviations

### Intermediate Topics

Your Priority	Topics
	<b>Setting up a Database (30 min)</b> What is a Database Fields & Records Features that Require a Database Valid Database Rules Setup Tips / Testing Fix a 'bad' database
	<b>Sorting (1 hour)</b> Single & Multiple level sorting Sort options / Sort warnings Creating Custom sorts Sorting by colour/icon Back to original sort order
	<b>Filtering With AutoFilter (1 hour)</b> Activating filter Using the search box / check marks Entering custom criteria Filter on cell values Reapplying a filter Clearing filters Copy/paste filtered data Using the Subtotal function
	<b>Freeze Headings (10 min)</b> Freezing panes to lock headings Remove a freeze <i>(Split and Freeze do the same thing)</i>
	<b>Split Screen (10 min)</b> Splitting the screen into 2 or 4 panes Remove a split <i>(Split and Freeze do the same thing)</i>
	<b>Advanced Printing (1 hour)</b> Creating headers and footers Using print titles The Page Setup options Using Page Breaks

Your Priority	Topics
	<b>Conditional Formatting (1.5 hours)</b> Highlight cell rules Top/bottom rules Data bars, color scales, icon sets Using manage rules / Clearing rules Using formulas in rules (requires knowledge of Absolutes)
	<b>Multiple Sheets (1 hour)</b> Navigating from sheet to sheet Sizing sheet display area Adding, deleting, renaming sheets Setting sheet tab colour Moving and copying sheets Hiding & unhiding sheets Setting defaults for all sheets Setting default number of sheets Protecting a Workbook
	<b>Creating Windows (30 min)</b> Creating & switching windows View multiple sheets/multiple files Arranging together on the screen Synchronous Scrolling Hiding windows / Closing all windows
	<b>Cell Styles (30 min)</b> Using styles Creating and editing cell styles Using cell styles in other workbooks
	<b>Cell Comments/Notes in 365 (30 min)</b> Adding comments to cells Editing & deleting comments Moving & sizing comments Viewing & printing comments Comment Colour / Adding Pictures
	<b>Cell Comments (365 only) – 15 min</b> Add, Reply and Delete Using @Mentions Showing / Hiding

Your Priority	Topics
	<b>Data Validation - Part 1 (1 hour)</b> Set Values Allowed in Range Create Drop-down Lists Information Messages Unacceptable Entry Messages Modifying Validation Settings
	<b>Data Validation– Part 2 (1 hour)</b> Dependent drop-down lists Future or past dates only Preventing duplicate entries Allow only values, or text Validation based on another cell value Allow weekdays only
	<b>Charts – Part 1 (30 min)</b> Create Bar/Line and Pie charts Selecting, moving & sizing charts Changing the chart type Transposing the data Quick chart layouts & chart styles The Chart buttons / Printing
	<b>Charts – Part 2 (30 min)</b> Change data ranges / Adding Elements Selecting, moving & sizing elements Formatting chart elements Adding Sparklines
	<b>Charts – Part 3 (1 hour)</b> Creating Pie of Pie / Bar of Pie Creating Combo Charts (bar and line) Trendlines, Error Bars, Up/Down A Quick Look at Other Chart Types (e.g. Bubble, Gantt, Radar, Combined, Stock, Doughnut, etc.)
	<b>Custom Number Formats (1 hour)</b> Understanding format characters Positive, Negative, Zeros and Text Hiding data / Adding text with values Formats that Divide / Conditionals

### Intermediate Topics

Your Priority	Topics
	<b>Shapes &amp; Objects (45 min)</b> Lines, arrows, boxes, circles, etc. Text boxes Arrange, align and rotate Group and ungroup Styles, fill and outline Moving, Sizing, Formatting Objects Add Pictures and Clip Art SmartArt Graphics
	<b>Protecting Sheets &amp; Workbooks (45 min)</b> Lock & unlock cells Hide in formula bar Activate / turn off protection Protect a Workbook & why Forget your password?
	<b>Adding Passwords to Files (15 min)</b>
	<b>Using Range Names (1 hour)</b> Why use range names Range name rules Different ways to create range names Using Range Names in new and existing formulas The Range Name Manager Deleting range names Implicit & Explicit Intersections

Your Priority	Topics
	<b>Calculating Dates &amp; Times (30 min)</b> Entering dates and times properly Date/Time Serial Numbers Custom Formatting Formulas to calculate dates or times
	<b>Displaying Formulas (15 min)</b> Showing sheet formulas Show formulas in specific cells
	<b>Concatenating (15 min)</b> Combining cell contents Combining different data types (e.g. text with formulas, etc.) Concat and TextJoin (365/2019)
	<b>Splitting Data (15 min)</b> Using Flash Fill to split columns Using Text to Columns
	<b>Auditing Formulas (30 min)</b> Tracing formulas Tracing dependents and precedents Step into a formula Error checking
	<b>Trouble Shooting / Tips (1 hour)</b> Editing/Finding/Verifying Formulas Displaying formulas (sheet or cells) Using FormulaText Error indicators Using IFERROR
	<b>Goal Seek (15 min)</b> Have excel change a cell value to arrive at a desired result
	<b>Solver (1 hour)</b> <i>(A Better Goal Seek)</i> Adding Solver Add-in Setting objective/target Specifying variable cells Specifying constraints

Your Priority	Topics
	<b>Array Formulas 2013-2019 (2 hours)</b> <i>(this is an advanced topic that requires solid knowledge of formulas/functions)</i> What is an Array? Single & Multi-cell Arrays Array Constants Entering / Editing Array Formulas Sumproduct, Frequency, Transpose
	<b>Dynamic Arrays 365 – Part 1 (1.5 hours)</b> What is an Array? Old CSE Arrays vs DA Arrays How to Spill a Formula Editing / Deleting Spill Formulas Referencing a Dynamic Array Copy/Move The #SPILL! Error Implicit Intersection Compatibility with other Features Forward & Backward Compatibility Using @
	<b>Dynamic Arrays 365 – Part 2 (2 hours)</b> What is an Array Constant? Scalar vs Multi Arguments Using Array Constants in Scalar Arguments (e.g. in VLOOKUP, LARGE, COUNTIF, etc.) Dynamic Arrays with SUM, etc. SUMPRODUCT vs SUM Entering Criteria and understanding Boolean Logic IF with Dynamic Arrays TRANSPOSE & FREQUENCY Now Easy
	<b>Dynamic Arrays 365 – Part 3 (1 hour)</b> Interactive Pivot-Table Style Spill Reports with Dynamic Arrays Linked Dynamic Charts and Dynamic Data Validation Lists

### Formulas Topics

Your Priority	Topics
	<b>Absolute Cell References (30 min)</b> Relative vs Absolute Full & Partial Absolute References
	<b>Linking Formulas (1 hour)</b> Linked to Other Sheets Linked to Other Files

### Functions Topics

Your Priority	Topics
	<i>There are almost 500 functions in Excel. We have included a small group of functions based on popularity, but other functions can be included upon request.</i>
	<b>Using Functions (30 min)</b> Using Insert Function The Function icons Understanding Function Syntax The Function List
	<b>The IF Function (1.5 hours)</b> Quick overview IF Arguments Skipping Arguments True and false Data Validation with IF IF without IF Nesting IF's Multiple conditions with AND/OR Conditional Formatting with IF IFS Function (Excel 365/2019)
	<b>The VLOOKUP Function (1.5 hours)</b> VLookup Arguments Vlookup vs. HLookup Using VLookup IFNA with VLookup Using Data Validation with VLookup The Match Argument #REF Error XLOOKUP (365)
	<b>Using Index Match (1 hour)</b> INDEX MATCH instead of VLOOKUP Using MATCH alone Using INDEX alone Using INDEX and MATCH together Using with Data Validation MATCH with VLOOKUP XMATCH (365)

Your Priority	Topics
	<b>Conditional Functions (1 hour)</b> SumIf / Sumifs CountIf / Countifs Averagelf / Averagelfs MinIf / Maxif (Excel 365/2019)
	<b>Dynamic Array Functions 365 (1 hour)</b> Sort / SortBy Filter Unique Sequence RandArray
	<b>Statistical Functions (30 min)</b> Count / CountA / CountBlank Large / Small Rank Max / Min Average / Median Mode
	<b>Math and Trig Functions (1 hour)</b> Sum Product SumProduct Subtotal Round / RoundUp / RoundDown Rand / RandBetween Sequence / RandArray (365)
	<b>Date and Time Functions (1 hour)</b> <i>(requires knowledge of the Formulas topic: <b>Calculating Dates &amp; Times</b>)</i> Today / Now Date / Time Value / DateValue Day / Days Month / EOMonth Year / YearFrac WeekDay / WorkDay / WeekNum NetWorkDays / Edate

Your Priority	Topics
	<b>Text Functions (1 hour)</b> Left / Mid / Right Len / Search / Trim / Text / Clean Lower / Upper / Proper Value / NumberValue Substitute
	<b>Information Functions (20 min)</b> IsErr NA IsText / IsNumber / IsBlank Sheet / Sheets
	<b>Financial Functions (45 min)</b> <i>(requires knowledge of financial math)</i> NPV / IRR FV / PV / FVSchedule / NPV PMT / Nominal / Effect / IPMT DB / DDB
	<b>Other Lookup/Logical Functions (1 hr)</b> Choose / Offset Transpose Indirect FormulaText Column / Row Switch (365/2019)

### Advanced Topics

Your Priority	Topics
	<b>Customize the Ribbon (30 min)</b> Hide/show tabs and icons Create your own tabs and groups Add/remove icons
	<b>Templates (30 min)</b> Using an existing file as a template Creating a template Using a template Templates and inserting sheets

### Advanced Topics

Your Priority	Topics
	<b>Advanced Filter (1 hour)</b> AutoFilter vs. Advanced Filter The three ranges Simple and formula-based criteria Performing a filter Using OR conditions Using range names Copy unique records
	<b>Creating Groups &amp; Subtotals (1 hour)</b> Using AutoOutline Manually creating groups Collapse and expand Hide/show outline symbols Adding subtotals Subtotal options Removing subtotals
	<b>Data Consolidation (1 hour)</b> Consolidate by position/category
	<b>Creating Custom Views (30 min)</b> Multiple print settings/save filters
	<b>Hyperlinks (15 min)</b>
	<b>Data Tables (20 min)</b>
	<b>Scenarios (30 min)</b> Create, save, display a scenario Options-edit, merge, summary, etc.
	<b>Managing Duplicates (30 min)</b> Finding duplicates Counting the number times a record is duplicated Removing duplicates
	<b>Sharing Workbooks and Tracking Changes (1 hour)</b> <i>(for non-OneDrive users)</i> Sharing workbooks on a network Multiple users in the same file Controlling which changes are saved

Your Priority	Topics
	<b>Import &amp; Fix Text Files (1 hour)</b> Import .CSV, .TXT, .PRN The Text Import Wizard Fix Bad Dates and Bad Numbers Use Text to Columns to Fix Data Concatenate Data Transpose Use Text Functions to Fix Data
	<b>Setting Program Defaults (1 hour)</b> The Available Defaults Settings Setting Your Own Defaults for all New Workbooks and/or all New Sheets
	<b>Introduction to Macros (3.5 hours)</b> What is a Macro? Recording & Playing a Macro Relative Referencing Workbook vs Personal Workbook Buttons/Objects to Run Macros Add Macros to Quick Access/Ribbon A Quick Look at VBA Saving/Opening Files with Macros
	<b>Create and Format a Table (1.5 hours)</b> What is a Table How to Create a Table Dynamic vs Static Ranges Table Names Tables with Other Features (VLOOKUP, Data Validation, etc.) Navigating and Selecting Adding / Inserting Data Formulas Inside and Outside a Table Totals Row Auto Fill and Auto Freeze Headings Filtering in a Table / Using Slicers Using Table Styles Removing Duplicates Converting a Table back to Range

Your Priority	Topics
	<b>PivotTables – Part 1 (2.5 hours)</b> What is a PivotTable? Create one Adding Columns/Rows/Values/Filters Expand / Collapse Hide/Show/Modify Subtotals Hide/Show Grand Totals Moving & Removing Fields Inside vs Outside the PivotTable Formatting (Numbers, Fonts, Colours) Edit PivotTable Data / Using Undo Field Settings & PivotTable Options Refresh Data Sorting and Manual Sort Filtering using Label & Values Changing the Summary Function Percent, Running Totals, Ranking, etc. Changing the Report Layout
	<b>PivotTables – Part 2 (1.5 hours)</b> Creating Filter Pages Show Details / Drill Downs Grouping Dates & Numbers Creating Custom Groups The Pivot Cache Creating and Using Styles Printing Options / Defer Layout
	<b>PivotTables – Part 3 (2 hours)</b> Calculated Fields / Calculated Items Using Slicers & Timelines Creating PivotCharts Conditional Formatting in a PivotTable Setting PivotTable Defaults Understanding GetPivotData
	<b>Pivot Tables – Part 4 (2 hours)</b> Multiple Consolidation Ranges The Data Model Creating a Separate Cache Creating a Dashboard