

Excel advanced

Lecturer: Damiano Somenzi

Language

English

Course description and objectives

The course is aimed to analyze the main advanced features of Excel, including complex functions, what-if analysis, pivot tables and macros, with specific examples and exercises that can be immediately applied to one's study and work. The goal is to improve the advanced skills in basic Excel users, in order to give them the tools for an effective and qualified approach to both academic and professional activities. The course is also valuable as preparation for the ECDL Advanced Spreadsheet certification.

At the end of the course participants will be able to:

- Effectively organize data into a spreadsheet
- Analyze data using complex functions and tools
- Import data into Excel from a file or from the web
- Manage Excel charts in an advanced manner
- Apply advanced formatting to the worksheet

Audience

The course is open to all Bocconi students. In particular, it is targeted at:

- Undergraduate students who have successfully passed Computer science, Computer skills or Computer skills for economics exam, and who aim to improve their skills and get the ECDL Advanced Spreadsheet (Excel) certification
- Undergraduate students who have passed with some difficulty Computer science, Computer skills or Computer skills for economics exam, and who want to become more nimble using Excel's advanced features
- Graduate students who have not attended their undergraduate studies at Bocconi and thus have not taken Computer science, Computer skills or Computer skills for economics exam
- All those who need to manage and process data in a professional manner for their academic or professional activities

Prerequisites

To have achieved the ECDL Spreadsheet Module or have equivalent skills. In particular, it is required to know:

- How to enter data in Excel
- How to manage worksheets
- How to build simple functions
- How to create charts
- How to format data

Duration

16 hours

Calendar

Lecture	Date	Time	Room
1	Fri 30/11/2018	14.30 - 17.45	Info AS04
2	Mon 03/12/2018	18.00 - 19.30	Info U01
3	Thu 06/12/2018	18.00 - 19.30	Info U01
4	Mon 10/12/2018	18.00 - 19.30	Info U01
5	Fri 14/12/2018	14.30 - 17.45	Info U01
6	Mon 17/12/2018	18.00 - 19.30	Info U01

Syllabus of the course

Lecture	Topics	Book and Syllabus references
1.1	Tables and charts <ul style="list-style-type: none"> - Revision of some basic elements of Excel - Conditional formatting - Logic and nested functions - Charts advanced formatting 	Section 2, Section 7, Section 14, Section 15 - <i>Syllabus: AM4.1 – AM4.3</i>
	<i>Exercises</i>	

Lecture	Topics	Book and Syllabus references
1.2	Organizing data <ul style="list-style-type: none"> - Importing data from text files (txt, csv) - Advanced table formatting - Worksheets management - Sort and Filters tools - Subtotal 	Section 2, Section 11, Section 12 - <i>Syllabus: AM4.1 – AM4.4</i>
<i>Exercises</i>		
2	Functions (part 1) <ul style="list-style-type: none"> - Mathematical functions - Statistical functions - Database functions - Working with references on different worksheets 	Section 7, Section 14 - <i>Syllabus: AM4.2</i>
<i>Exercises</i>		
3	Analyzing data <ul style="list-style-type: none"> - Analyze data with Pivot tables - Create and manage Scenarios and Summaries - Define and use cells names - Other What-if analysis tools 	Section 5, Section 9, Section 13, Section 16 - <i>Syllabus: AM4.4</i>
<i>Exercises</i>		
4	Functions (part 2) <ul style="list-style-type: none"> - Date and time functions - Text functions - Financial functions - Create custom number formats 	Section 7, Section 14 - <i>Syllabus: AM4.2</i>
<i>Exercises</i>		
5.1	Sharing spreadsheets <ul style="list-style-type: none"> - Lookup and reference functions - Data validation - Auditing tools - Security and protection options 	Section 3, Section 14, Section 18 - <i>Syllabus: AM4.5 – AM4.7</i>
<i>Exercises</i>		

Lecture	Topics	Book and Syllabus references
5.2	Data gathering and automations <ul style="list-style-type: none"> - Importing and linking data - Advanced copy and paste options - Automation with Macros - Reviewing tools 	Section 10, Section 17, Section 19 - <i>Syllabus: AM4.6 – AM4.7</i>
	<i>Exercises</i>	
6	General review and final test	

Suggested bibliography

ECDL Advanced Spreadsheet Software (BCS ITQ L3) - Excel 2013 version (ISBN: 9780857410436), CiA Training Ltd, 2010

Excel Workbook, second edition, edited by Alberto Clerici, Egea, 2017

Software

Microsoft Office Excel 2016

Available seats

30

Spreadsheet paths

This course can be intended as part of a wider path:

