

**NEW YORK UNIVERSITY
ROBERT F. WAGNER GRADUATE SCHOOL OF PUBLIC SERVICE**

**NONCR-GP 933
Excel II Workshop
Spring 2012**

**Professor Shanna Rose
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**Fridays, 12-2 pm
February 10, February 24, and March 2
194 Mercer Street, Room 304**

Course description

This workshop introduces students to Excel's advanced tools for data analysis and modeling. Topics include shortcuts, sorting and filtering, conditional formatting, macros, a variety of formulas (if, lookup, index, match, etc.), array formulas, graphing, pivot tables and charts, forecasting, and what-if analysis (scenario manager, goal seek, and data tables).

Prerequisites

P11.1011 Statistical Methods
P11.1021 Financial Management (or the Excel I workshop)

Materials

There are no reading assignments for this workshop. I will bring handouts to class. I will also post a dataset on Blackboard to be downloaded in the computer lab classroom.

Tentative course outline (subject to change)

Class 1: shortcuts, sorting and filtering, conditional formatting, macros

Class 2: formulas, array formulas, graphing, pivot tables and charts

Class 3: forecasting, what-if analysis, other topics by popular request