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, vlookup, index, match, etc.), array formulas, graphing, pivot tables and charts, forecasting, and what-if analysis (scenario manager, goal seek, and data tables).

Registration

Students may register for this noncredit workshop on Albert. The fee is $170.

Prerequisites

CORE-GP.1021 Financial Management (or the Excel I workshop)
CORE-GP.1011 Statistical Methods (recommended)
Or permission of the instructor

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: graphing, pivot tables and charts, what-if analysis

Class 3: forecasting, formulas, array formulas