

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

NONCR-GP 932
Excel Computer Module
Fall 2021

Instructor: Noah Branman
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Saturdays, 10:00am-12:00pm
September 11, September 18, and October 2
194 Mercer St, Room 306B

Course description

This workshop introduces students to Excel's basic functions that are utilized in Wagner's core Financial Management course (CORE-GP 1021) and is designed to be taken concurrently with that course. Topics include basic operations, absolute vs. relative cell references, formatting, creating financial documents and financial functions. There are no pre-requisites for this module.

Note that while Excel alternatives such as Google Sheets are quite similar to Microsoft Excel, there are differences. This workshop will be based on Microsoft Excel, and you are encouraged to have it installed on your computer. All NYU students are able to get *Office 365 Education* for free by visiting nyu.edu/life/information-technology/getting-started/software/ms-office.html

This workshop is not required for any Wagner courses or proficiency exam, nor is it required before taking Excel Computer Module II (NONCR-GP 933). We will not cover more advanced topics such as shortcut keys, lookups, pivot tables, and charts. If you wish to learn these more advanced skills, please utilize LinkedIn Learning (formerly Lynda.com), available through NYU Home, which has various tutorials on more advanced Excel skills. You can find additional Excel resources in the Links folder on the course website.

Materials

Class 1 will cover the material in the Financial Management Excel Tips Part 1 Handout in depth; the handout should be read prior to the first session. Students will be expected to read the exercises for classes 2 and 3 prior to those sessions.

Course Outline (subject to change)

Class 1: basic operations, absolute vs. relative cell references, formatting

Class 2: more basic operations, creating financial documents

Class 3: financial functions