

## Excel Course (Doct. Andrea Covini)

### Excel Course: from zero to hero - second part

When: Feb 22nd - Mar 30th from 2:00 pm to 6:00 pm

Where: P4 classroom

#### Program

**Unit 7 – February 22, 13:00-15:00 (room P4)**

Review of the first part

**Unit 8 - February 23, 14:00 – 18:00 (room P4)**

Advanced formatting of data and spreadsheets  
Data management: link, sort, filter and sub-totals  
Protection of cells, spreadsheets and workbooks

~~**Unit 9 – March 2, 14:00 – 18:00 (room P4)**~~

~~Advanced functions and charts~~

**Unit 10 - March 9, 14:00 – 18:00 (room P4)**

What-if tables and scenarios

**Unit 11 - March 16, 14:00 – 18:00 (room P4)**

Pivot tables

**Unit 12 - March 23, 14:00 – 18:00 (room P4)**

Auditing and solver tool

**Unit 13 - March 30, 14:00 – 18:00 (room P4)**

Macro and VBA

**Unit 14 – April 13, 14:00 – 18:00 (room S5)**

Recover