

## **Excel Course**

(Doct. Andrea Covini)

### **Introduction**

A 36-hours course useful to know all the Excel secrets and functions. The first 12-hours will be hold in the first module of the first semester; the last 24 hours will be done in the second semester.

#### **Lecture 1 – September 22, 11:00-13:00 (room P3)**

- Introduction: cells, rows, columns
- Insert: different types of data
- Select: cell, row, column, cartel, interval
- Operate: move, taste, paste and substitute

#### **Lecture 2 – September 29, 11:00-13:00 (room P3)**

- To manage a cartel: insert and delete rows, columns, cartels and intervals
- To format a cartel
- To display a cartel
- Reference points

#### **Lecture 3 – October 6, 11:00-13:00 (room P3)**

- Reference points
- To calculate

#### **Lecture 4 – October 13, 11:00-13:00 (room P3)**

- The basic functions

#### **Lecture 5 – October 20, 11:00-13:00 (room P3)**

- To depict

#### **Lecture 6 – October 27, 11:00-13:00 (room P3)**

- To depict

**All the lectures include practices.**

All the students who want to participate have to fill-in this doodle **within September 22:**

[https://docs.google.com/forms/d/e/1FAIpQLSdS\\_9FW51xkqqZYNCW8AtUG\\_U7I3orOp6Sa7t6Ukp3F9p1Smg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdS_9FW51xkqqZYNCW8AtUG_U7I3orOp6Sa7t6Ukp3F9p1Smg/viewform?usp=sf_link)

### **Credits reward**

The event is recognized as eligible to reward participants from the Bsc Business Administration, Business & Economics and Business Administration & Economics with 3 credits. These credits are related with the credits for other activities required by the program.