University of Roma Tor Vergata
Bachelor of Arts in Business Administration

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, 12:00-14:00 (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, 12:00-14:00 (room P3)
- Reference points
- To calculate
Lecture 4 – October 13, 12:00-14:00 (room P3)
- The basic functions
Lecture 5 – October 20, 12:00-14:00 (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

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.