

# Excel: from zero to hero

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## Course goal

- Pass the exam and get the credits
- Learn new tools and “tricks” of Excel
- Use them immediately in your courses
- Get faster and more efficient

# Course program

- Unit 01 & 02 Some basic stuffs you **definitely** should know **Feb, 21st & 27th**
- Unit 03 Managing data **Mar, 5th**
- Unit 04 Functions and Charts **Mar, 12th**
- Unit 05 What-If & Scenarios **Mar, 19th**
- Unit 06 Pivot Tables **Mar, 26th**
- Unit 07 Auditing and solver tool **Apr, 10th**
- Unit 08 Macro and VBA **Apr, 16th**
- Unit 09 Q&A & exam simulation **Apr, 23rd**

...most likely

## The exam

- Multiple choice questions **May, 22nd 2020**
- Practical questions
- In-application
- 16 questions - 80 points
- Time available: 1,5 hours
- PASS: 75%

# Resources

- **Folder for exercises and slides**

<https://bit.ly/2HzcCKw>

- **Excel 2013: The Missing Manual**  
By Matthew MacDonald  
Publisher: O'Reilly Media  
Release Date: April 2013 Pages: 1020



- **Online Manual**

## In case you need me

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# Basic stuff you must know

## Basic stuff you must know

- Get acquaintance with the workspace
- Cell content
- Working with workbooks
- Formatting
- Formulas and cell references absolute, relative and mix

# Basic stuff you must know

- Function: SUM
- Functions: AVERAGE, MINIMUM, MAXIMUM, COUNT, COUNTA
- Function: IF
- Charts
- Printing

## Any question?

**Let's go!**