



**Academic Year 2024-2025**

**Syllabus**

**"How to Develop and Manage a Project using Excel"**

**CFU 3**

**Prof Massimo Regoli**

**Università degli Studi di Roma "Tor Vergata"**

### **Course Description**

The course will provide students with a fundamental understanding of Excel, with a specific focus on its application for managing company data. It is designed for individuals looking to explore Excel as a tool for data management.

The curriculum will delve into various aspects of data processing, including data cleaning and storage. Additionally, it will cover the creation of informative graphs to visualize available data points. Furthermore, the course will briefly introduce tables and pivot tables, a powerful tool for consolidating and summarizing information.

### **Teaching Method**

The course is based on 2h/3h sessions. Lectures will blend essay theory and practicing and forging academic writing. Students are always encouraged to actively participate.

### **Session Calendar**

Please find below the link of lesson schedule:

[Lesson Schedule HOW TO DEVELOP AND MANAGE A PROJECT USING EXCEL](#)

### **Topics**

#### **HOURS 1-4**

Getting Started with Excel,

Data Entry, Data Editing, and Number Formatting

Data Formatting

Data Cleaning

Interaction Excel vs Word vs PowerPoint

## **HOURS 5-8**

Working with Cells and Ranges in Excel

Managing Worksheets

Introduction to Excel Tables

Auto-fill, Custom Lists

## **HOURS 9-16**

Excel Formula Basics

Logical Formulas in Excel

Math Formulas in Excel

Lookup and Reference Formulas in Excel

Stats Formulas in Excel

Text Formulas in Excel

Date and Time Formulas in Excel

## **HOURS 17-20**

Introduction to Excel Charting

Overview of Excel Pivot Table

## **HOUR 20**

Final recap

## **Main objectives**

Course objectives are articulated for each student to:

**Introduction to Excel:** Start from the basics, ensuring that students understand the Excel interface, navigation, and essential terminology.

**Creating and Formatting Spreadsheets:** Learn how to create, modify, and format spreadsheets. From entering data to adjusting fonts and cell styles, to create polished, organized documents.

**Formulas and Functions:** Excel's true power lies in its ability to perform calculations and automate tasks. Showing students how to use formulas for simple calculations and data analysis.

**Data Visualization:** Transform dull data into compelling visuals. Discover how to create charts and graphs that convey a message effectively and make data analysis more insightful.

**Data Management:** Sorting and filtering data, creating tables, and managing large datasets.

## Required and Suggested Textbooks and Materials

(Books in *italics* are required for the course)

Book Title	Author	Publisher	ISBN number
Microsoft Excel Step by Step (Office 2021 and Microsoft 365) (English Edition)	Joan Lambert, Curtis Frye	Microsoft Pr (6 gennaio 2022)	0137564279

\*editions may be subject to change over time, for the purpose of this course please refer to the most recent editions of each book.

## Assessment and final exam credit

This course carries **3 CFU**. Credits will be assessed upon completion and passing of the final exam. Exam dates will be issued during the semester.

Only **ATTENDING** students are eligible for the 3 CFU.

Students are consider *ATTENDING* if they do less than 7 hour of absences.

## Office hours

Students can interact with the professor after each lecture. For extended meetings students must contact the professor by email to arrange an appointment.

Email: [regoli@uniroma2.it](mailto:regoli@uniroma2.it), [massimo.regoli@gmail.com](mailto:massimo.regoli@gmail.com)