

## **Excel Course**

(Doct. Andrea Covini)

### **Introduction**

A 36-hours course useful to know all the Excel secrets and functions.

#### **Lecture 1 – October 21, 12:00-14:00 (room I4)**

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

#### **Lecture 2 – October 28, 12:00-14:00 (room I4)**

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

#### **Lecture 3 – November 11, 09:00-11:00 (room I4)**

- Reference points
- To calculate

#### **Lecture 4 – November 18, 09:00-11:00 (room I4)**

- The basic functions

#### **Lecture 5 – November 25, 09:00-11:00 (room I4)**

- To depict

#### **Lecture 6 – December 2, 09:00-11:00 (room I4)**

- To depict

All the other lectures will be hold during the second semester.

**All the lectures include practices.**

All the students who want to participate have to fill-in this doodle **within October 20:**

<http://doodle.com/poll/kmink38bhwtznzqtm>

### **Credits reward**

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