

Overview

This course will cover advanced Excel techniques in business.

About this course

This course covers advanced Excel skills using an applied focus on different types of decisions one may analyze using spreadsheet capabilities; graphs and charts to communicate complex analytics; pivot tables to slice and dice data for reporting; what-if analysis for forecasting and predictive analysis. Students will learn to use advanced functions of Excel to improve productivity, enhance spreadsheets with templates, charts, graphics, and formulas and streamline their operational work. They will apply visual elements and advanced formulas to a worksheet to display data in various formats. Students will also learn how to automate common tasks, apply advanced analysis techniques to more complex data sets and leverage Excel's advanced functionalities.

Required prior knowledge and skills

To be successful in this course, we recommend English language fluency and computer literacy.

CIS 105, Computer Applications and Information Technology, is strongly suggested as a prerequisite for success in this course.

Learning Outcomes

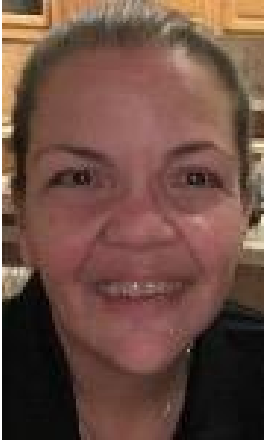
You will learn:

- Calculate with advanced functions and formulas.
- Organize worksheet, workbook and table data using a variety of techniques.
- Create and modify charts and graphs.
- Customize and enhance workbooks using graphic objects and data tools.
- Understand how businesses can utilize advanced spreadsheet analytical techniques using pivot tables, v-lookups, amortization and graphical data to better understand their business and customers.
- Manipulate and analyze data to make appropriate recommendations for managerial decision making.
- Deploy advanced techniques to increase productivity and improve efficiency by streamlining workflow.

Additional Info

This course satisfies 3 credit hours at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied to their degree requirements prior to transferring the credit.

Creators



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Senior Lecturer
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Linda Prince is a Lecturer, Senior in the Information Systems department of the W.P. Carey School of Business at Arizona State University. Her current focus involves database concepts and advanced excel, including application integration, analytics and data visualization.

Ms. Prince holds a masters in business administration and a bachelor's degree in computer information systems, both from Arizona State University. She has been teaching at ASU since 2012 and prior to teaching worked as a financial analyst for many years. In addition to database and excel application courses, she has taught systems design and enterprise analytics. Ms. Prince specializes in visual basic and C# coding languages.