



EMBA-2224-501-Excel Database / Pivot / Graphics				
Name of lecturer(s) & Email Giself HITES ghites@gmail.com	Level, Status, Timing Level 0 Optional Between 06-10-22 and 09-10-22	ECTS, CH & HW/GW*, Online 0 16 & 0 0		
<p>Description of the course unit Designed for both beginners and those with only limited experience using Microsoft Excel, this course provides an introduction to the basic concepts of Excel, and a little more. It explores the structures of the Excel workbook and demonstrates the basic techniques required for working with spreadsheets. You will learn how to easily summarize and analyse data using formulas, functions, pivots and tables and to visually present your results as charts. You will also be introduced to What-If analysis and the fascinating domain of business analytics.</p>				
<p>Course unit Chapters</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p>Part 1: Towards the creation of Pivot Tables</p> <ul style="list-style-type: none"> • Basic knowledge requirements • Using the \$ sign correctly in formulas • Filling Empty cells efficiently • Validating data • Creating a Pivot table </td> <td style="vertical-align: top; width: 50%;"> <p>Part 2: Towards the creation of an Interactive Dashboard</p> <ul style="list-style-type: none"> • Automatically updating data using a drop down menu • Inserting comboboxes • Using checkboxes to generate data • Getting quick insights using Sparklines, Conditional formatting and a simple Geographical Information System • Working with Pivot Charts • Adding buttons with macro-functionality <p>Part 3: Additional Topics</p> <ul style="list-style-type: none"> • What-if analysis • PowerPivot </td> </tr> </table>			<p>Part 1: Towards the creation of Pivot Tables</p> <ul style="list-style-type: none"> • Basic knowledge requirements • Using the \$ sign correctly in formulas • Filling Empty cells efficiently • Validating data • Creating a Pivot table 	<p>Part 2: Towards the creation of an Interactive Dashboard</p> <ul style="list-style-type: none"> • Automatically updating data using a drop down menu • Inserting comboboxes • Using checkboxes to generate data • Getting quick insights using Sparklines, Conditional formatting and a simple Geographical Information System • Working with Pivot Charts • Adding buttons with macro-functionality <p>Part 3: Additional Topics</p> <ul style="list-style-type: none"> • What-if analysis • PowerPivot
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<p>Learning outcomes of the course unit</p> <ol style="list-style-type: none"> 1. Understand spreadsheet concepts 2. Create spreadsheets to set up a pivot table 3. Create spreadsheets to set up an interactive dashboard 4. Understand the What-If problem 5. Create simple spreadsheet models to implement What-If analysis 				
<p>Teaching Methods Interactive Lecture, Guided Instruction</p>	<p>Learning Activities Interactive lectures, In-class exercises</p>			
<p>Learning Objectives (Check Academic Rules & Regulations)</p> <ul style="list-style-type: none"> • Learning Objective 1.1: Not Covered • Learning Objective 1.2: Not Covered • Learning Objective 2.1: Not Covered • Learning Objective 2.2: Not Covered • Learning Objective 3.1: Not Covered • Learning Objective 3.2: Not Covered 	<p>Assessment methodology / Students Use of Time and Load No Assessment for this course / Refresher</p>			
<p>Evaluation scale Non Applicable</p>				
<p>Contribution to the Sustainable Development Initiative Non Applicable</p>				
<p>Asynchronous Learning Material (Coursera) Non Applicable</p>				
<p>Readings Notes provided by instructors</p>				

Notice: The information available in the course outline is subject to change. Please keep yourself informed at all times by regularly checking your Front Office Portal hosted on Canvas.

*CH - Contact Hours, HW - Homework, GW - Group Work
** Learning Objectives are available in the [Lifelong Learner's Handbook](#)