

## **FACULTY**

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Javier Hernanz is a Senior Telecommunications Engineer from the UPC, has a Master's in Project Management from La Salle-URL and completed the Management Development Program (PDD) at IESE. He began his career holding R&D Management positions in the Consumer Electronics sector and developed his training in the fields of Project and Process Management and Business Management, currently performing Technological Consulting functions in the field of Change Management. He has been director of R&D for Sanyo Spain and, currently, Managing Director Partner at MICProductivity.

## **INTRODUCTION**

The purpose of this course is:

- To raise the level of competence in computing,
- To increase productivity for all who need to use the computer in their work,
- To enable better use of investment in the information technology,
- To ensure all computer users understand the Best Practices and quality issues in using the computer.

## **AIMS**

Knowledge and Understanding (subject specific)

- Word processing
  - . Create, edit and print text documents.
  - . Use styles in order to get a homogeneous layout and simplify document modifications.
  - . Insertion of Tables of content, Captions and Tables of figures.
- Spreadsheet (Basic knowledge of Microsoft Excel use, with focus on building business oriented spreadsheets.)
  - . Cell references, Formulas and Built-in functions.
  - . Tables with format and Conditional Formatting.
  - . Charts.
  - . Data analysis (PivotTable).

## **METHODOLOGY**

- Lectures Guided
- Personal Work
- Tutorial Sessions

## **EVALUATION**

Written Examination 70%
















- Midterm test #1 - 30%

- Final Exam - 40%




## Continuous Assessment

- Labs - 30%
- 8 labs will be assigned to the students and must be submitted. This work is strictly individual.
- From the 8 assigned labs, 6 submitted for the Excel section and 2 for the Word section.
- 6 labs will get 5.5 points each just for been submitted and completed.
- 2 labs will get 33 points each and will be graded according to their completion.






## CLASS SESSIONS

Topic	Material
<b>Session 1</b>	
<ul style="list-style-type: none"> <li>• Why is Excel important?</li> <li>• Presentation of a spreadsheet application</li> <li>• Structure of the workbook, structure of the worksheet and worksheets managing Columns and rows <ul style="list-style-type: none"> <li>• Controlling the way the content of the cell is displayed by using the cell's formatting tools</li> </ul> </li> <li>• Creating formulas in order to perform calculations, using cells references within this formula <ul style="list-style-type: none"> <li>• Difference between absolute and relative cell references</li> <li>• Copy a formula from one cell to another or to a range of cells (by using the fill command or the copy handle)</li> <li>• How to use cells from another worksheet or workbook (create a link between cells)</li> </ul> </li> <li>• Basics predefined functions</li> <li>• Basics page layout options</li> </ul>	<ul style="list-style-type: none"> <li>•  Exercises : (81161) First steps</li> <li>•  Ebook : (80920) Warm-up reading : Microsoft Excel in Easy Steps</li> <li>•  Ebook : (80919) Excel 2019 Bible</li> <li>•  Reading : (80908) Microsoft Training : Excel functions (alphabetical)</li> <li>•  Reading : (80907) Microsoft Training : Excel functions (by category)</li> <li>•  Reading : (80906) Microsoft Training : Excel Video Training</li> <li>•  Reading : (80905) Excel relevance : Microsoft Excel Statistics 2022</li> <li>•  Reading : (80904) Excel relevance : Seven reasons why Excel is still used by half a billion people worldwide</li> <li>•  Reading : (80903) Excel relevance : How people use Excel in the real world</li> <li>•  Transparencies : (80900) Conducting Presentation Session 1</li> <li>•  Video : (80886) Kevin Stratvert (YouTube channel)</li> <li>•  Exercises : (80843) Cell References (2)</li> <li>•  Exercises : (80842) Basic Calculations (2)</li> <li>•  Exercises : (80841) Cell References (1)</li> <li>•  Exercises : (80840) Basic Calculations (1)</li> </ul>

## Session 2










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| <ul style="list-style-type: none"> <li>• Introduction of the notion of Table and main functions of Data&amp;Time and Search</li> <li>• Filter on Table, Sort on Table</li> <li>• Naming cells and formulas</li> <li>• First contact with data visualization (Charts)</li> <li>• Creation of lists</li> <li>• Advanced Page layout options</li> </ul> | <ul style="list-style-type: none"> <li>•  Ebook : (80919) Excel 2019 Bible</li> <li>•  Transparencies : (80901) Conducting Presentation Session 2</li> <li>•  Exercises : (80849) Cell Naming</li> </ul> |
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- Basic lookup functions

-  Exercises : (80848) Charts types
  -  Exercises : (80847) Charts
  -  Exercises : (80846) VLookUp
  -  Exercises : (80845) Date and Time
  -  Exercises : (80844) Tables
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## Session 3

- Making conditional formulas by using the IF Function
- Text formulas
- Building Pivot Tables and Pivot Charts

-  Exercise solution : (81164) Pivot Table : Solution
  -  Ebook : (80919) Excel 2019 Bible
  -  Reading : (80910) Create a PivotTable to analyze worksheet data
  -  Reading : (80909) Excel IF Funtion
  -  Video : (80887) Pivot Table Excel Tutorial - YouTube: Kevin Stratvert
  -  Exercises : (80853) Pivot Table (2)
  -  Exercises : (80852) Pivot Table (1)
  -  Exercises : (80851) Text Functions
  -  Exercises : (80850) Functions
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## Session 4

- Formula auditing, conditional formatting
- Building complex condition using the logical Functions OR, AND, NOT, SUMIF, AVERAGEIF, COUNTIF
- Cell protection, document protection (worksheets and workbooks)

-  Ebook : (80919) Excel 2019 Bible
  -  Video : (80914) Excel Formulas and Functions Tutorial (2025)
  -  Video : (80888) Excel Formulas and Functions
  -  Exercises : (80855) Functions (2)
  -  Exercises : (80854) Conditional Formatting
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## Session 5







- Case study 1:Dealing with a real problem, going from the definition to the implementation With Excel

-  Video : (80890) 10X Your Excel Skills with ChatGPT
  -  Video : (80889) Top 10 Most Important Excel Formulas - Made Easy!
  -  Exercises : (80857) Case Study (1)
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## Midterm

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### Session 6

- Advanced lookup functions INDEX, MATCH / XMATCH, XLOOKUP
  -  Exercise solution : (81165) Advanced Lookup Functions : Solution
  -  Ebook : (80919) Excel 2019 Bible
  -  Video : (80892) Excel OFFSET Function for Dynamic Calculations
  -  Video : (80891) Index Match Excel Tutorial
  -  Exercises : (80860) Reference Functions
  -  Exercises : (80859) Advanced Lookup Functions
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### Session 7

- Case study 2: Dealing with a real problem, going from the definition to the implementation With Excel
  -  Ebook : (80919) Excel 2019 Bible
  -  Video : (80894) Excel Solver & Goal Seek Tutorial
  -  Video : (80893) Conditional Formatting in Excel Tutorial
  -  Exercises : (80858) Case Study (2)
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### Session 8

- General Introduction: Presentation of the course structure, evaluation and requirements
  - How to type a document. How to select text using the mouse or the keyboard
  - Cut and Paste, copy and paste.
  - How to save and reopen a document
  - Document's settings: page setup, paragraph format and font format
  - Pictures manipulation: insertion, modification, cropping, layout
  - Adding captions to the images, adding a table of figures from the captions
    - Implementing a Word Mail merge using Excel data source
-  Exercise solution : (81166) Styles (Styles Practice) : Solution
-  Ebook : (80921) Word 2019 in Easy Steps
-  Reading : (80916) Microsoft Word Support - Official Site
-  Reading : (80915) Word Relevance : Benefits of Using Microsoft Word
-  Transparencies : (80902) Conducting Presentation Session 10
-  Video : (80895) Microsoft Word Tutorial - YouTube: Kevin Stratvert
-  Exercises : (80869) Styles (Styles Practice)
-  Exercises : (80868) Managing Lists
-  Exercises : (80867) Document Sample 3 (Demo Text)
-  Exercises : (80866) Document Sample 2 (Scientific Article)
-  Exercises : (80865) Document Sample 1 (Report)

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## Session 9

- Tabs stops (how to align easily text into the document)
- Tables: insertion and customizing the table (column width, row height, shading, borders)
  - Headers and footers
  - Applying a style to a paragraph and create an outline numbering (Multilevel list)
  - Creation and modification of styles
  - Insertion of a table of content from the styles structure for the document
  - Creation of an index, adding footnotes, dealing with sections

-  Reading : (81172) Managing Incompetence : An Innovative Approach for Dealing with People
-  Exercise solution : (81169) Table of Contents : Solution
-  Exercise solution : (81168) References : Solution
-  Exercise solution : (81167) Sections and Breaks : Solution
-  Ebook : (80921) Word 2019 in Easy Steps
-  Reading : (80918) How to Insert a Section Break in Microsoft Word
-  Reading : (80917) Add footnotes and endnotes in Word for Mac
-  Video : (80899) How to use Styles in Microsoft Word
-  Video : (80898) How to Make Table of Contents in Word
-  Video : (80897) Microsoft Word Tutorial: Using Tables in Word
-  Video : (80896) How to Add Page Numbers in Word Document
-  Exercises : (80879) Table of Contents
-  Exercises : (80878) References
-  Exercises : (80877) Charts (xlsx)
-  Exercises : (80876) Charts (docx)
-  Exercises : (80875) Images
-  Exercises : (80874) Sections and Breaks
-  Exercises : (80873) Headers - Footers
-  Exercises : (80872) Tables

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## Session 10

-  Exercise solution : (81171) Resume 2 : Solution
  -  Exercise solution : (81170) Resume 1 : Solution
  -  Notes : (80885) Graphic Material
  -  Exercises : (80883) Case Study 2 : PDF Resume (1)
  -  Exercises : (80882) Case Study 2 : Word Resume (1)
  -  Exercises : (80881) Case Study 1 : PDF Resume (1)
  -  Exercises : (80880) Case Study 1 : Word Resume (1)
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Documents available in digital format through Virtual Campus of EADA



Documents available in paper format