Business Analytics in Advanced Excel Lesson Plan (2 Weeks) **Week 1**

Day 1: Introduction to Business Analytics and Advanced Excel (1 hr 30 min) · Installation of Excel

· General user interface

· Defining

terminology in Excel

· Customizing Excel (Ribbon, AutoCorrect)

Day 2: Introduction to Data and Proficient Formatting in Excel (1 hr 45 min)

· Review of previous class assignments (15 min)

· Working with text and numbers

· Different formats (currency, dates, etc.)

· Conditional formatting

Day 3: Introduction to Functions and Formulas and Table Design (1 hr 45 min)

· Review of previous class assignments (15 min)

· Table designs

· Introduction to functions (SUM, AVERAGE, MAX, MIN, COUNT, COUNTA) ·

Introduction to formulas

· Cell referencing (absolute, mixed, and relative referencing)

Day 4: Introduction to Data Visualization and Class Format (1 hr 45 min)

· Review of previous class assignments (15 min)

· Working with formulas and functions in class format

· Introduction to charts and different types of charts

· Interactive charts

DENACO ANALYTICS
Let Data do the Talking

Week 2

Day 1: Introduction to Pivot Tables and Charts (1 hr 45 min)

· Review of previous class assignments (15 min)

· Data models by building relational data

· Pivot tables (editing and formatting)

· Pivot charts

· Formulas in pivot

tables and pivot charts

Day 2: Power Query (1 hr 45 min)

· Importing data from databases

· Creation of data models from exported data

Day 3: Filter Slicers (1 hr 45 min)

· Review of previous class assignments (15 min)

· Introduction to slicers

· Working with slicers to filter data in a table or pivot table

Day 4: Dashboards and What-if Analysis (1 hr 45 min) ·

Review of previous class assignments (15 min)

· Creation of dashboards from slicers and pivot tables ·

What-if analysis

Class Format:

· Each class is 1 hour and 45 minutes.

· 15 minutes is dedicated to reviewing the previous class assignments.

· 1 hour and 30 minutes is for teaching.

Assessment:

· Class

assignments (20%)

· Class participation (10%)

· Final project (70%)

· The final project will be a real-world data problem where participants will use Excel to run different functions,

formatting, pivots, and visualizations.
· The final project will account for 70% of the final grade.