**Summary of Session 1.2 – Accelerating Through Excel**

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The teacher started the session with a refresher from the first session. He emphasized that Data Analytics is fundamentally about two things: Storytelling and Truth-telling. He then showed the 10 steps in the Analytics Paradigm, which is a useful approach for tackling problems related to data. In the rest of the session some basic functions of Excel were explained, including standard functions and variables, combined and nested functions, pivot tables and conditional formatting. During the session various Excel files were used to get familiar with the concepts explained, which included the use of the *IF* function, *AND/NOT/OR* for combining conditions and the *VLOOPUP/HLOOKUP* functions. The teacher gave several assignments to apply these formulas in the Excel files provided. Furthermore, the students were tasked to create pivot tables from larger datasets and to aggregate the data using these pivot tables. Finally, the teacher showed how to use conditional formatting and to visually distinguish cell values using multiple-color scales. He ended the session with giving the students a homework assignment, which he also uploaded in GitLab.