STUDENTS ARE EXPECTED TO HAVE COMPLETED
- Experience in the use of computers will be valuable.
- Experience in the use of Office applications will be valuable.
- Experience in the use of spreadsheets tools will be valuable.

COMPETENCES AND SKILLS THAT WILL BE ACQUIRED AND LEARNING RESULTS.

a) Be able to manage datasets, tables and pivot tables to filter, sort and summarize data.
b) Be able to perform data analysis processes to make predictions and simulations.
c) Be able to manage a worksheet as a database making use of the proper functions to perform queries, filter, etc.
d) Be able to manage the audit, debug and trace capabilities of a spreadsheet tool.
e) Know, understand and apply functions to create logical expressions to filter data and to make decisions.
f) Know, understand and apply functions to manage text-based resources.
g) Know, understand and apply functions to generate descriptive statistics from data.
h) Know, understand and apply functions in the area of social sciences.
i) Know, understand and create different types of charts.
j) Know, understand, create and customize different types of charts.
k) Be able to manage and customize a spreadsheet for printing and data publishing.
l) Be able to create dashboards using different elements.
m) Be able to automate tasks: use of macros.

DESCRIPTION OF CONTENTS: PROGRAMME

Teaching Unit 1: A first contact
1.1-Structure of a spreadsheet: book, sheets and cells and basic operations
1.2-Working with cells and sheets, data import and references.
1.3-Task automation for this unit

Teaching unit TU2: Building, understanding and exploiting data.
2.1-Formula and functions
   Boolean operators and functions
   Text
   Database
   Descriptive statistics
2.2-Tables and pivot tables
2.3-Data analysis
2.4-Task automation for this unit

Teaching unit TU3: Representation of data and information, task automation and applications
3.1-Visualization (pivot charts)
3.2-Spreadsheet applications: forms, mail merge, printing, document generation, etc.
3.3-Task automation for this unit

LEARNING ACTIVITIES AND METHODOLOGY

- Theoretical Lectures:
  - Show foundations and main concepts

- Practical Lectures:
- Exercise resolution
- General tutoring

Team Work:
- Final case development
- Exercises

Individual Work:
- Exercises
- Contribution to team project
- Study and preparation of final exam

ASSESSMENT SYSTEM

CONTINUOUS EVALUATION (50%)
- Final case development (including a partial delivery): 40%
- 1 minute quizz: 10%

FINAL EVALUATION (50%)
- Final exam: 50%

A minimum grade of 5.0 both in the final case development and in the final examination is required to pass the course.

Final case development:
- Development of a case to cover the life-cycle of a data analysis process for this degree: data loading, analysis, visualization and document generation.

% end-of-term-examination: 50
% of continuous assessment (assignments, laboratory, practicals...): 50

BASIC BIBLIOGRAPHY

ADDITIONAL BIBLIOGRAPHY
- Jordan Goldmeier Advanced Excel Essentials, APress, 2014
- Jordan Goldmeier Dashboards for Excel, APress, 2015