

Excel Refresher for Business Executives

Course Introduction:

Microsoft Excel is a foundational tool used in almost all professional work. Even though we may have learned to use the advanced features of this tool while in college, we often forget those advanced features and end up using the basic functionality of this tool in limited ways. Consequently, we are not able to harness the powerful and rich capabilities and functionality of Excel, and use it inefficiently to complete work that can be done more easily and faster using some of Excel's advanced features and functionality.

This online course provides a refresher on the advanced features and functionality of Microsoft Excel that have the potential to enhance your productivity and output quality, especially if your work involves using Excel regularly for data analysis purposes. The course covers the following topic areas: 1) Tables and Ranges; 2) Data Integrity, Subtotals, and Validations; 3) Advanced Functions; 4) Dynamic Arrays; 5) Using Names and Formula Auditing Tools; 6) What If Analysis and Security (including data tables, scenario manager, goal seek, solver, and various security features); 7) Pivot Tables; 8) Create, Get, and Transform Queries; and 9) Power Pivot, Data Modeling, OLAP, and Business Intelligence.

This online course includes a total of 18 videos of which nine are lecture videos in which Prof. Rajiv Kishore, the instructor for this course, provides an overview of the advanced features and functionality of Microsoft Excel in the nine topic areas listed above. In the other nine videos, he completes demo Excel projects associated with each of nine topic areas above to show the participants how to use some of these advanced features of Excel in a hands-on manner. This course can be completed in a total of 10-12 hours, including watching all the 18 videos, completing the nine demo projects that are covered in the hands-on demo videos, and completing the two assigned Excel homework projects.

Why take this online course and not another one available on the web?

There are five concrete reasons why you should take this particular online Excel Refresher course and not another one from the many choices that are available on the web.

- 1. Comprehensive coverage of advanced Excel features:** There are many videos available on YouTube that show you in great detail how to use a particular feature of Excel (e.g., Text to Columns). Similarly, there are many courses available on LinkedIn Learning and other online platforms that either teach basic skills or focus on specific Excel features (e.g., "Excel Formulas and Functions Quick Tips" on LinkedIn Learning). This course provides comprehensive coverage of the advanced features of Excel that are necessary for data analysis purposes in a single course that progresses coherently and seamlessly. You don't have to search for hundreds of specific, topic-focused classes on the Internet to build a comprehensive Excel refresher course for yourself.
- 2. A reasonable 10-12 hours of learning:** Understanding that our participants in this class are working professionals and executives, the course is mindfully designed to be completed in a reasonable 10-12 hours of learning. The instructor provides an overview of all the advanced features and functionality of Excel organized in nine topic areas that are focused on data analysis. He also demonstrates the hands-on use of some of the commonly used and helpful advanced features of Excel for data analysis purposes. Providing a comprehensive overview and then focusing on the important Excel features allows this course to be completed in a reasonable 10-12 hours of time. Armed with this knowledge, participants who wish to learn in-depth one or more specific advanced features of Excel can then engage with the provided textbook as well as other Excel courses available on the web on specific topic areas.
- 3. Two hands-on Excel projects focused on the EHG industry:** Most of the participants in this course are likely to live and work in the Las Vegas metropolitan area. Accordingly, the two hands-on projects that participants will be asked to complete as part of their homework assignment will be focused on the entertainment, hospitality, and gaming (EHG) industry, which is the dominant industry in Las Vegas.
- 4. A two-hour live session to answer your questions:** There will be a two-hour live session with Prof. Kishore approx. 6-8 weeks after the launch of this online course. You can come to that session with any doubts and questions, and discuss them with the instructor in a live session. This is a feature usually not available in typical online courses on Excel you will find on the web!
- 5. We are always here for you!:** We are always here for all our students, and you can reach Prof. Kishore without any difficulty via phone or a zoom call even after the live session is completed and you have some lingering doubts and questions. Again, you are not likely to get this kind of service in a typical online Excel course!