

Course description	
Course	Advanced Excel Skills
Department	Department of Biomathematics and Informatics
Language	English
Nature	Optional
Year/semester	1st year, spring-term
Credits (ECTS)	2
Lectures (hour/semester)	12
Plenary lectures (hour/semester)	0
Practicals (hour/semester)	12
Responsible teacher	Dr. Reiczigel Jenő
Teacher(s)	Abonyi-Tóth Zsolt
Prerequisites	
Learning outcome (include skills and competencies, if any)	
1.11 Demonstrate ability to cope with incomplete information, deal with contingencies, and adapt to change	
Outcome assessment	
Solving different types of tasks	
Weekly schedule of lectures and practicals	
WEEK	Lecture topics
Week 1	<ul style="list-style-type: none"> Using the Excel from the beginnings to advanced level - Built-in functions - Creating new functions using array functions - Formatting, conditional formatting - Find, replace - Paste special - Pivot tables, pivot charts - Chart types and properties - In-line graphs, 2D and 3D maps - Page layout - Names - Evaluation of formulas, looking for errors. Dependencies. - Sheet protection. Locking, validation. - Sorting, filtering - Creating dashboards using active controls - Short introduction to macro programming
WEEK	Practical topics
Week 1	The material of the lectures in practice
Recommended literature	

Note(s)