

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 s aler thexcel projects ass

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