

EXCEL AND ADVANCED EXCEL SUMMER 2011

The Full-Time MBA pre-term program begins on August 8, 2011 and consists of sessions on professional development, leadership, career management, team-building, case studies, cross-cultural management, as well as social activities - all designed to welcome you and prepare you for your first semester at Baruch College. Academic sessions are also built into the pre-term, covering quantitative methods in statistics, accounting, and finance. However, core course faculty will expect students to have a working knowledge of Excel. The Zicklin School is offering Excel and Advanced Excel workshops for those students who require a refresher or who are completely new to Excel. The topics covered in each workshop can be found on page 3 of this document and are posted on the new student website. Please contact Beth Figini at 646-312-3068 or Elizabeth.Figini@baruch.cuny.edu with any questions.

Please complete the following and submit by July 26, 2011:

NAME:		PHONE:
ADDRESS:		
		EMAIL:

Registration confirmations will be sent to your email address. Please set your account to accept emails from baruch.cuny.edu. You may also need to review your spam folder. Please call the Office of Graduate Programs with questions (646-312-3130).

Please check all modules and/or workshops requested:

CHECK BOX	MODULE/WORKSHOP	HOURS (for dates and times see calendar)	COST
	Excel	2 Evening Sessions (July) - Total of 8 hours	\$125
	Excel	1 Friday Session – Total of 8 hours	\$125
	Excel	2 Evening Sessions (August) – Total of 8 hours	\$125
	Advanced Excel *	1 Saturday Session – Total of 8 hours	\$125
	Advanced Excel *	2 Evening Sessions - Total of 8 hours	\$125
		TOTAL	

**Students signing up for Advanced Excel should complete the Excel module or be able to complete the Excel self-test with ease. Excel and Advanced Excel are offered every January and August.*

Checks should be made payable to Baruch College.

We are not able to accept credit card payments at this time.

Please mail your form with payment to:

Baruch College
Office of Graduate Programs
ATTN: QUICKSTART
Zicklin School of Business
Box B 13-280
New York, NY 10010-5585

OR

Drop off your form and payment:

Newman Vertical Campus,
Room 13-280

August 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 24	July 25	July 26	July 27 Excel 5:30 – 10:00pm	July 28 Excel 5:30 – 10:00pm (total 8 hours)	July 29	July 30
July 31	August 1	2	3	4	5	6
7	8 <i>Full-Time Honors MBA Pre-Term program Monday – Thursday August 8 through August 25</i>	9	10	11	12 Excel 8:00am – 5:00pm (total 8 hours) <i>FTH MBA preterm does not meet on this day</i>	13 Advanced Excel 8:00am – 5:00pm (total 8 hours)
14	15 Excel 5:30 – 10:00pm	16 Excel 5:30 – 10:00pm (total 8 hours)	17 Advanced Excel 5:30 – 10:00pm	18	19 Advanced Excel 5:30 – 10:00pm (total 8 hours)	20
21	22	23 <i>Orientation for Graduate International Students 1pm – 5pm</i>	24	25	26 <i>Fall semester begins</i>	27
28	29 <i>First class meeting for FTH MBA</i>	30	31	September 1	2	3

EXCEL TOPICS:

Introduction to Excel

- Why Excel?
- Spreadsheets in the Business World
- Exploring Excel

Worksheet Basics

- Entering labels and numbers
- Fill Handles
- Ranges
- Noncontiguous Selection

Editing and Formatting Worksheets

- Cut, Copy & Paste
- Resizing Columns & Rows
- Inserting/Deleting Columns & Rows
- Inserting Worksheet Comments
- AutoFit
- Formatting Text and Numbers
- Conditional Formatting
- Comments

Printing

- Print Preview
- Fit to One Page
- Header and Footer Options
- Column and Row Headings
- Formulas in the Worksheet

Summarizing Numbers

- Using Auto Fill
- Creating and Validating Formulas
- Understanding the SUM Function

Managing References and Writing Efficient Formulas

- Relative, Absolute & Mixed References
- Evaluate Formulas
- F4 key for modifying cell addresses

Named Ranges

- Advantages
- Rules and Creating
- Applying in Formulas

Charting

- Creating
- Bar, Pie, Line, Bar of Pie
- Adding New Values
- Customizing
- 3-Dimensional
- Adding Text and Graphics

Considering Alternatives – What-If Analysis

- IF Function

Look-up Functions

- Advantages in Using
- Vertical and Horizontal
- Creating Table Names
- Advantages vs. IF Function

Functions

- Wizard (Statistical, Financial, Dates, etc.)
- Loan Calculation model
- Data Analysis

ADVANCED EXCEL TOPICS:

Calculating across Multiple Worksheets and Workbooks

- Consolidation
- Linking
- 3-D Formulas

Using What-If Analysis

- Scenario Manager
- Data Tables (1 and 2 input)
- Goal Seek
- Solver

Analyzing Data with PivotTables

- Auto Filter
- Creating a Pivot Table Report
- Creating a Pivot Chart
- Analyzing 3-D Data
- Using the GETPIVOTDATA Function
- Updating Pivot Table

Exchanging Data with Other Program

- Importing a Text File
- Importing a Database File
- Inserting a Graphic File in a Worksheet
- Embedding a Worksheet
- Linking a Worksheet to another Program
- Embedding an Excel Chart into a PowerPoint Slide
- Importing a List into an Access Table

Excel Functions and Data Entry Tools

- Controlling Worksheet Calculations
- Cell and Worksheet Protection
- Creating a Template
- Data Validation
- MATCH, OFFSET, SUMIF
- Array Functions

Creating simple Macro and Viewing/Writing VBA Code

- Macro Recorder
- Running a Macro
- Functions vs. Subroutines
- Editing a Macro using VBE
- Writing your own simple Visual Basic Macro
- Debugging