Excel
Master in L&M 4E 2024/2025

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Office Hours	By appointment

Introduction

Excel is a powerful tool that can be used by managers and lawyers alike to organize, analyze, and present data. For managers, Excel can be used to track budgets, create financial reports, and manage projects. Lawyers can use Excel to organize case data, track billable hours, and create charts and graphs to present evidence in court. Excel's flexibility and ease of use make it an essential tool for professionals in a wide range of fields. Whether you're managing a team, running a business, or practicing law, Excel can help you work more efficiently and effectively. If you're new to Excel, consider taking a course to learn the basics and unlock the full potential of this powerful program.

Goals

This course aims at leading the students to:

1. Understand Excel basics and fundamentals

2. Create formulas and use functions

3. Performing data analisys

4. Creating charts in Excel

Methods

Students have 1 class per day (4 hours) during 3 consecutive working days. Classes will be practical and computer based.

Lecturer

- Professor at ISEG– Instituto Superior de Economia e Gestão/University of Lisbon since 1990;

- Partner and founder of Okwin;

- Entrepreneur since 1985;

- Consultant, Auditor, Project Manager, Data Analyst with over 30 years of experience in the area;

- Certified Trainer – more than 25.000 hours of training.

Course Contents

1. EXCEL BASICS (for Beginners)

   a. Getting Started with Excel

   b. Data Entry, Data Editing, and Number Formatting

   c. Data Formatting

   d. Working with Cells and Ranges

   e. ManagingWorksheets

2. EXCEL ESSENTIALS

   a. Introduction to Excel Tables Auto-fill, Custom Lists, and Flash Fill

   b. Number Formatting 3 - EXCEL FORMULAS

3. Excel Formula Basics Logical Formulas

   a. Math Formulas

   b. Lookup and Reference Formulas

   c. Stats Formulas

   d. Text Formulas

   e. Date and Time Formulas

   f. Formulas Mix and Match

4. DATA ANALYSIS

   a. Named Ranges

   b. Data Validation

   c. Data Sorting and Filtering

   d. Using Conditional Formatting

   e. Overview of Excel Pivot Tables

5. INTRODUCTION TO EXCEL CHARTING

   a. Introduction to Excel Charting

   b. Advanced Excel Charting Examples

   c. Dynamic Charts

Assessment

- Do no apply.

References

- Instructor's Materials