



MADR-CS 399 ADVANCED USAGE OF SPREADSHEETS
IES Abroad Madrid

DESCRIPTION:

1. Introduction to MS Excel. Getting Started. Some tips.
2. Excel Formulas.
3. Conditional Statements and logical operators
4. Common Excel statistical functions
5. Lookup and reference functions
6. Text functions.
7. Date and time functions
8. Formula-Based formatting
9. Create and modify tables. Table references.

CREDITS: 1 credit

CONTACT HOURS: 14 hours

LANGUAGE OF INSTRUCTION: English

PREREQUISITES: None

ADDITIONAL COST: None

METHOD OF PRESENTATION:

- Videos, workbook exercises and quizzes.
- **THEORY CLASS.** Classroom presentations by the teacher with IT and audiovisual support in which the subject's main concepts are developed, while providing material and bibliography to complement student learning.
- **PRACTICAL CLASS.** Resolution of practical cases and exercises with workbooks to carry out individually.
- Homework workbooks to complete at home with keys to review the concepts.

REQUIRED WORK AND FORM OF ASSESSMENT:

- **First Midterm Exam - 30%:**
Including 50% of the chapters (1 to 5). 20 MCQ.
- **Final Exam - 40%:**
Including 100% of the contents (comprehensive). 20 MCQ.
- **Homework - 15%:** Three different assignments of 5% each.
- **Participation - 15%:** Additional written exercises will be accepted to cover up to 15% of the global mark

Course Element

Elements of this course included in Description.

LEARNING OUTCOMES:

By the end of the course, students will be able to:

- Have knowledge and understanding of Excel spreadsheet usage.
- Have Advanced use of Formulas and Function in Excel: conditional statement, nested formulas, logical operator, statistical functions, VLOOKUP, MATCH; INDEX formulas.
- Use Text Functions capitalization, combining, extracting, converting, searching and find, combining and replacing.
- Use Date and time Functions. Formatting dates and filling date series, creating real-time functions with Today & Now, extracting, calculating and defining time period.
- Use Formula-based formatting, creating, editing and managing formula-based rules, using MOD, Stats functions and using text functions.
- Create and modify tables. Name tables and use structure references. Database functions and convert to range.

ATTENDANCE POLICY:

As a member of our class community, you are expected to be present and on time every day. Attending class has an impact on your learning and academic success. For this reason, attendance is **mandatory for all IES Madrid classes**, including course-related excursions. Absences will only be excused in cases of documented medical or family emergencies. Any assessed work, including exams, tests, and presentations, will be rescheduled if the absence is justified; otherwise, it will be graded as 0. You are allowed a maximum of 1 unexcused absence for once-a-week courses and 2 unexcused absences for twice-a-week courses. Each additional absence will deduct 5 points from your final grade. **Accumulating 7 or more absences in twice-a-week courses, or 4 or more in once-a-week courses, may lead to a failing grade.** Students arriving more than 11 minutes after the scheduled start time will be marked as 'late.' Three 'late' arrivals will be counted as 1 absence. Any student arriving 30 minutes or more after the scheduled start time will be marked as 'absent.' For more information, please refer to the full [Attendance and Punctuality Policy](#) document.

CONTENT:

Week	Content	Assignments
Week 1	Introduction to MS Excel. Getting Started. Some tips.	https://support.microsoft.com/en-us/office/create-a-new-workbook-ae99f19b-cecb-4aa0-92c8-7126d6212a83?wt.mc_id=otc_excel#
Week 2	Excel Formulas.	https://support.microsoft.com/en-us/office/overview-of-formulas-in-excel-ecfdc708-9162-49e8-b993-c311f47ca173?wt.mc_id=otc_excel#
Week 3	Conditional Statements and logical operators	https://trumpexcel.com/learn-excel/ Lesson 10. Logical Formulas in Excel
Week 4	Common Excel statistical functions 1/2	https://trumpexcel.com/learn-excel/ Lesson 11. Math Formulas in Excel, Lesson 13 - Stats Formulas in Excel
Week 5	Common Excel statistical functions 2/2	https://trumpexcel.com/learn-excel/ Lesson 11. Math Formulas in Excel, Lesson 13 - Stats Formulas in Excel
Week 6	Lookup and reference functions 1/2	https://trumpexcel.com/learn-excel/ Lesson 12. Look up and reference formulas in excel

Week 7	Lookup and reference functions 2/2	https://trumpexcel.com/learn-excel/ Lesson 12. Look up and reference formulas in excel
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Week	Content	Assignments
Week 8	First Midterm Exam (30%)	Not required
Week 9	Text functions 1/2	https://trumpexcel.com/learn-excel/ Lesson 14 - Text Formulas in Excel
Week 10	Text functions 2/2	https://trumpexcel.com/learn-excel/ Lesson 14 - Text Formulas in Excel
Week 11	Date and time functions	https://trumpexcel.com/learn-excel/ Lesson 15 - Date and Time Formulas in Excel
Week 12	Formula-Based formatting	https://support.microsoft.com/en-us/office/available-number-formats-in-excel-0afe8f52-97db-41f1-b972-4b46e9f1e8d2?wt.mc_id=otc_excel#
Week 13	Create and modify tables. Table references.	https://support.microsoft.com/en-us/office/create-and-format-tables-e81aa349-b006-4f8a-9806-5af9df0ac664?wt.mc_id=otc_excel# https://trumpexcel.com/learn-excel/ Lesson 6 - Introduction to Excel Tables
Week 14	Final EXAM (40%)	Not required

COURSE-RELATED TRIPS:

- No trips planned in this course.

REQUIRED READINGS:

- Material giving in Moodle. Presentations, videos, workbooks...

RECOMMENDED READINGS:

- **Excel 365 Bible. February 2022. Wiley. Michael Alexander, Dick Kusleika.**
- <https://trumpexcel.com/learn-excel/>
- <https://support.microsoft.com/en-us/office/excel-video-training-9bc05390-e94c-46af-a5b3-d7c22f6990bb>