

IS 216: Brief Outline on Excel

In the information age it has become important for businesses to operate smoothly on a daily basis to find success. Most successful companies utilize technology to improve efficiency and increase productivity. One of the most important tools used by these companies is Microsoft Excel. The use of Excel can be found everywhere in the business world, especially in areas where there is an extensive usage of numbers, like accounting, marketing, business development, and yes, finance. However, the full potential of Excel can only be realized and fully utilized with proper training, such as the IS 216 class focusing on the following modules:

Module I: Decision making with Excel

- *Functions/tools covered in Microsoft Excel:* IF, NESTED IF, AND, OR, NOT.
- *Applications of these functions:* Performance analysis, decision making, and day-to-day operations.

Module II: The world of Accounting and Finance

- *Functions/tools covered in Microsoft Excel:* PMT, PPMT, IPMT, RATE, NPER, NPV, PV, FV, IRR and Two-Input Array Table.
- *Applications of these functions:* Time value of money, financial statements, personal finance, loan financing, sensitivity analysis.

Module III: Building business models

- *Functions/tools covered in Microsoft Excel:* Scenario manager, scenario summary, goal seek and lookup functions such as HLOOKUP and VLOOKUP.
- *Applications of these functions:* Multiple what-if models, predicting future values, and financial planning.

Module IV: Analyzing data and making smart decisions

- *Functions/tools covered in Microsoft Excel:* Pivot table, Pivot charts Sumproduct, Auto and Advanced Filter.
- *Applications of these functions:* Market research, data analysis, interactive summary and cross tabulation of data.

Module V: Data visualization

- *Functions/tools covered in Microsoft Excel:* Data bars, Icon sets, Sparklines, Slicers, and Dashboard.
- *Applications of these functions:* Creating a variety of visualization platforms, Sets of multiple charts, dashboards.

Module VI: Form controls – Adding interactivity to Excel spreadsheets

- *Functions/tools covered in Microsoft Excel:* Form Controls: combo boxes, check boxes, option buttons, and group boxes.
- *Applications of these functions:* Referencing and interaction with data, data selection, and functionality to interact with modeled data.