Course Introduction
Working with Microsoft Excel

Who could start?

Everyone could start this course.

The only requirement is basic knowledge of English.

Working with Microsoft Excel

1. Introduction to the course. Introduction to Microsoft Excel -installation and

beginning

2. Modifying columns, rows, cells. Formatting cells. Saving

3. Creating simple formulas. Worksheet basics. Printing

4. Creating complex formulas. Working with Basic functions. Sorting data

5. Outlining data. Filtering data. Formatting tables

Grading

- Homeworks – 5% each (25% overall)
- Final test – 25% (at least 60% to pass)
- Final poject – 50%
    1) task execution - 25%;
    2) presentation – 25%.

Скала за оценяване

0% - 59.99% - Слаб(2)

60% - 69.99% - Среден(3)

70% - 79.99% - Добър(4)

80% - 89.99% - Много добър(5)

90+% - Отличен(6)

More information

- course continues for 10 weeks.
- first half- lectures and exercises

  lectures- every Monday from 6 pm to 8 pm;

  exercises- every Tuesday from 6 pm to 8 pm;
- second half- final test and project

  22.05- final test

  29.05- consultation for the project