

## Tárgytematika / Course Description

### Business Analysis in Excel

**KGNB\_NETA045**

**Tárgyfelelős neve /**

**Teacher's name:** dr. Koppány Krisztián

**Félév / Semester:** 2022/23/2

**Beszámolási forma /**

**Assesment:** Vizsga

**Tárgy heti óraszám /**

**Teaching hours(week):** 2/2/0

**Tárgy féléves óraszám /**

**Teaching hours(sem.):** 0/0/0

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### OKTATÁS CÉLJA / AIM OF THE COURSE

This course provides an overview of business analyses techniques using Microsoft Excel.

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### TANTÁRGY TARTALMA / DESCRIPTION

Week 1: Getting Started with Excel: Introducing Excel, Entering and Editing Worksheet Data, Performing Basic Worksheet Operations, Excel Ranges and Tables, Formatting Worksheets, Understanding Excel Files and Templates, Customizing the Excel User Interface.

Week 2-6: Working with Formulas and Functions: Introducing Formulas and Functions, Using Formulas for Common Mathematical Operations, Using Formulas to Manipulate Text, Using Formulas with Dates and Times, Using Formulas for Conditional Analysis, Using Formulas for Matching and Lookups, Using Formulas for Financial Analysis, Using Formulas for Statistical Analysis, Using Formulas with Tables and Conditional Formatting, Understanding and Using Array Formulas, Making Your Formulas Error-Free.

Week 7-9: Creating Charts and Other Visualizations: Getting Started with Excel Charts, Using Advanced Charting Techniques, Creating Sparkline Graphics, Visualizing with Custom Number Formats and Shapes, Implementing Excel Dashboarding Best Practices.

Week 10-14: Managing and Analyzing Data: Importing and Cleaning Data, Using Data Validation, Creating and Using Worksheet Outlines, Linking and Consolidating Worksheets, Introducing PivotTables, Analyzing Data with PivotTables, Performing Spreadsheet What-If Analysis, Analyzing Data Using Goal Seeking and Solver, Analyzing Data with the Analysis ToolPak, Protecting Your Work.

Course materials are available on SzE-Learning Moodle portal. Attending lessons is not a prerequisite for signing.

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### SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESMENT'S METHOD

Based on home assignments students can get offered marks at the end of the 14th week. Details will be specified in the lessons.

Students who do not submit homeworks for offered mark or refuse it write an exam in the examination period.

Evaluation is based on the following grades: below 50% fail (1), 50-62% pass (2), 63-72% satisfactory (3), 73-82% good (4), 83% or above excellent (5).

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## **KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL**

Lesson materials and Michael Alexander, Dick Kusleika, John Walkenbach (2019): Excel® 2019 Bible, Print ISBN:9781119514787