

INNOVATIVE LEARNING WEEK: ECOLOGICAL SCIENCE

Friday morning, February 22nd, 2013

Making better use of Excel spreadsheets

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Open to all years

When asked, most students (and staff) say they are competent in using Excel. The reality is that they are proficient in some operations, but are also unaware of many others and have along the way picked up many bad habits. This session is intended, through participation in practical exercises, to instil better working practices in spreadsheet construction, as well as introducing participants to some of the lesser used functions available.

The exercises will be graduated in complexity starting with formatting, copying and graphing; then progressing to indexing, look-ups and conditional statements; next exploring pivot tables and pivot graphs and finally delving into the world of decision support models with a demonstration of their application in practical resource management.

Programme:

10.00-10.15	Spreadsheet construction guidelines
10.15-10.45	Bridget's Budget (Using control, calculation and reporting boxes)
10.45-11.15	Brasstacks' Wages (Using look-up, indexing and 'if' statements)
11.15-11.30	Coffee break (room 304)
11.30-12.15	Lucy's World (Using pivot tables and pivot graphs)
12.15-13.00	Mercy Flights Ltd (Using Solver in optimisation models)
13.00	Sandwich lunch provided

Although the above programme indicates a particular sequence of examples, participants are welcome to attend all or any of the sessions in any sequence that appeals to them. Worksheets will be available to allow self instruction although guidance from staff will be available throughout the morning.

The final session is a bit of a demonstration which will allow students to play around with an existing model and try to find the best way to provide relief facilities in a crisis zone.

Venue: Crew Building computer lab. (301)

Quota: Limit of 16 participants