

Excel Prerequisites

During ICMI's Workforce Management Boot Camp, you will be using Excel to try out a number of statistical concepts and apply them to Workforce Management. We do not teach Excel during the Boot Camp.

To make sure that you are able to participate in the class, you first need to be comfortable completing the following tasks in Excel. If you would like a refresher on any of these, go to YouTube and search on the task + your version of Excel (Excel 2007, Excel 2010, or Excel 2013). You will find many good how-to videos to help you out.

Excel tasks/concepts you need to be able to complete before attending class:

- Basics of using and formatting rows, cells, columns, and creating simple formulas
- Use the following functions
 - ROUND
 - PMT
 - WEEKDAY
 - MONTH
 - TEXT
 - AVERAGE
 - SUMPRODUCT
 - SUM
 - MEDIAN
 - MODE
 - STDEV.P
 - STDEV.S
 - UCL
 - LCL
 - MAPE
 - CORREL
 - VLOOKUP
 - EOMONTH
 - CONCATENATE
 - IF
- How the following symbols work in formulas: *, -, +, /, \$, ^, +, ', @
- Use the Function Wizard to create a formula
- Use arrays
- Use ranges
- Create a bar chart, then change colors, labels, axis values, and add a text box
- Access and use Excel's Help
- Filter data
- Use conditional formatting
- Create and use pivot tables/charts