

Master in Management

Excel & Python Analysis

Oct. 2026



Lisbon School
of Economics
& Management
Universidade de Lisboa

Course Syllabus

1. Basic Ms Excel worksheet concepts and organization
2. Some of the Main Functions in Excel
3. Pivot Tables in Excel
4. Tables and Power Query in Excel
5. Foundations of Python programming language
6. Data structures in Python
7. Programming basics: control structure and functions
8. Python libraries for Data Analysis

Assessment

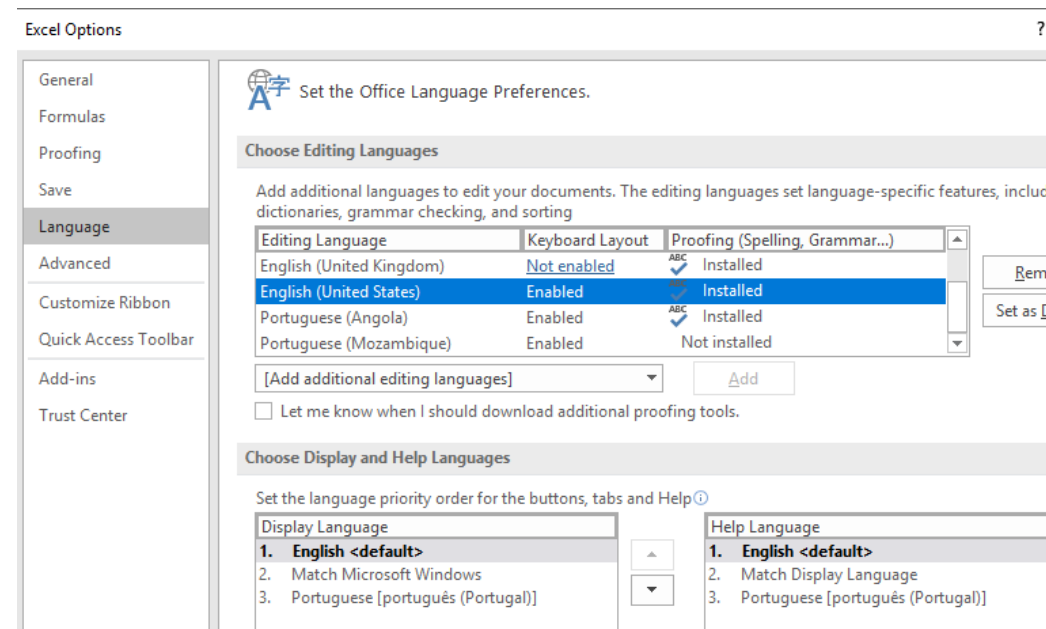
- Final Exam (Normal Season or Re-sit Season)
- Exam
 - Wiseflow LockDown Browser
 - Your own Laptops
 - Please install and test the lockdown browser in advance

Bibliography

- Wilson, K. (2022). *The Absolute Beginner's Guide to Python Programming: A Step-by-Step Guide with Examples and Lab Exercises*. Apress.
- Winston, W. (2021). *Microsoft Excel Data Analysis and Business Modeling (Office 2021 and Microsoft 365)*. Microsoft Press.
- Zumstein, F. (2021). *Python for Excel*. O'Reilly Media, Inc.

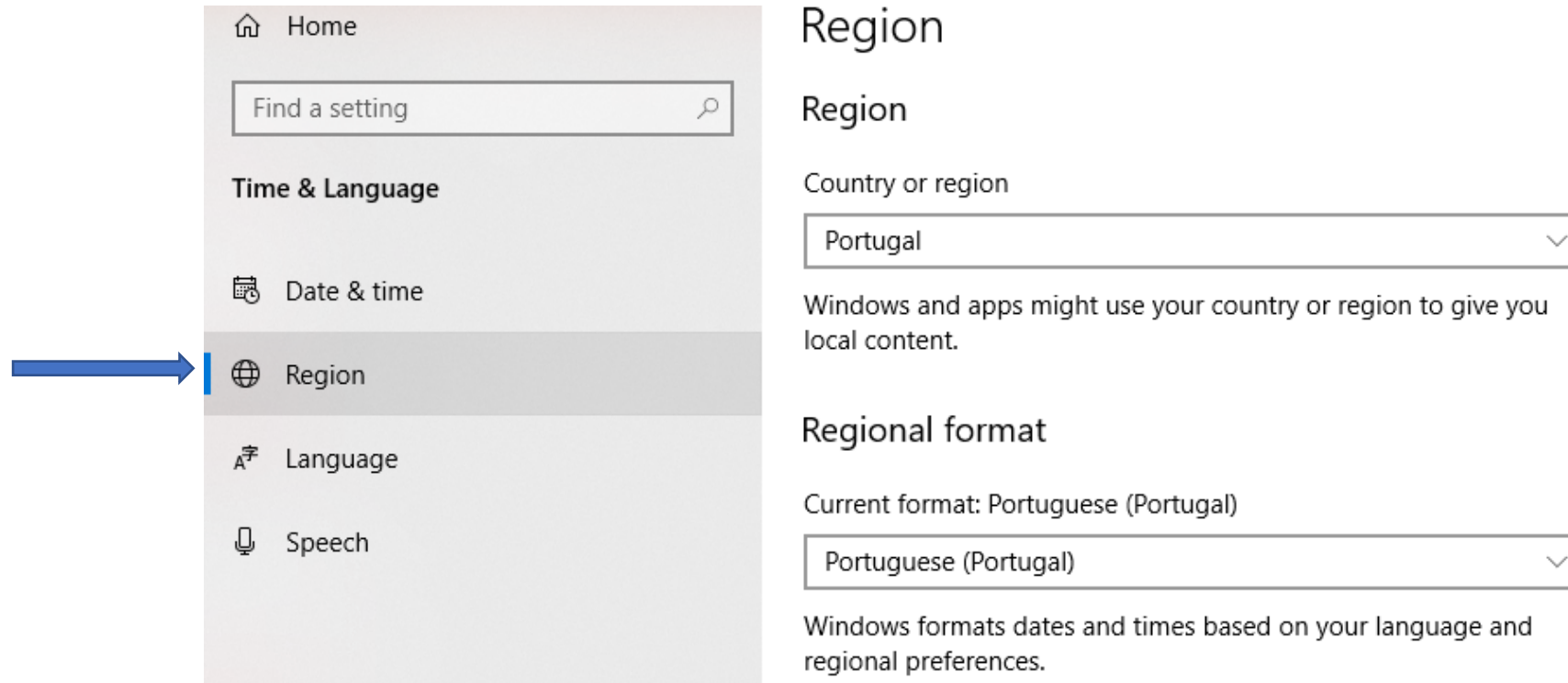
Computer Configurations

- For the correct usage of the Excel formulas, the computers must have MS Office 365 installed with the following configuration:
 - Excel must be installed in English:
 - Menu “File / Options”:



Computer Configurations (cont)

- “International Settings” computer configuration:



Software Installation – Microsoft Office

- Microsoft Office:
 - Go to <https://portal.office.com/OLS/MySoftware.aspx>
 - Login with your Microsoft Account (lnnnnn@aln.iseg.ulisboa.pt)
 - Choose:

