# TOOLS AND METHODS FOR PROCESS REPRESENTATION AND MANAGEMENT

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# Introduction

The course provides an overview of the formal tools supporting the schematic representation of processes, as well as the introduction to some software tools that allow for the automation of repetitive and time-consuming activities.

The course is available in e-learning mode on the Moodle repository of the UNIVPM. The webpage of the course contains videorecording of lessons, slides, exercise files, links, etc., related to the various topics covered by the course. The videos are in English, while the additional didactic material is available in both Italian and English.

The student can select the topic/s that best feet her/his need.

# Content

**Formal diagrams for process representation**: IDEF0, IDEF1x, IDEF3.
**Smart use of Excel**: conditional formatting; conditional functions; matrix functions; data protection; data filtering and search; pivot tables; goal seek; Excel solver, etc.
**Introduction to MS Access**: tables definition; masks and reports; data import and export.
**Introduction to VBA**: VBA framework; data type and variables; functions and procedures; loops and conditional statements.
**Introduction to MS Visio**: stencils; object constraints and behavior; link to external data.

# Link:
The link to the course web site on the UNIVPM Moodle platform is:
https://learn.univpm.it/course/view.php?id=18390