

## Spreadsheet Management - BU217

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**Section:** BU217 012242S Main Campus

**Section Type:** Lecture

**Credit Hours:** 3.00

**Course Description:** Use of spreadsheet software to demonstrate competencies in using formatting techniques, features and functions with hands-on experience; managing and auditing multiple worksheets and workbooks; working with formulas and functions; charting and graphic capabilities; developing lists and Pivot Tables; creating and using templates; collaborating with work groups; creating and editing macros; using data tables, scenario management and solver; importing and exporting data.

**WHEN**

Days: M W F

Times: 09:10 AM - 10:10 AM

Start Date: 01/13/2025

End Date: 05/07/2025

**WHERE**

Campus: Main Campus

Building: Office Technologies

Room: OT103

**INSTRUCTOR**

GENERAL STAFF

**BOOKS**

Title: EXCEL BUSINESS PROJECTS 1 Edition

Author: JOHNSON, ROY

Required: Yes