Spreadsheet Management - BU217

Section: BU217 816242S Online
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.
Section Notes: The PC version of Excel is required. The Mac version will not work for this course.
WHEN
Days: Arranged
Times: Arranged
Start Date: 01/21/2025
End Date: 05/08/2025
WHERE
Online
INSTRUCTOR
ROY JOHNSON
BOOKS
Title: EXCEL BUSINESS PROJECTS 1 Edition
Author: JOHNSON, ROY
Required: Yes