

Spreadsheet Management - BU217

Section: BU217 816251S Online

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 Start Date: 08/25/2025 End Date: 12/11/2025

Days:

Arranged

Arranged

INSTRUCTOR

ROY JOHNSON

BOOKS

Title: EXCEL BUSINESS PROJECTS 1 Edition

Author: JOHNSON, ROY

Required: Yes