

## **Spreadsheet Management - BU217**

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**Section:** BU217 816252S 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: 03/09/2026 End Date: 05/07/2026

**Days:**

Arranged

Arranged

### **INSTRUCTOR**

ROY JOHNSON

### **BOOKS**

Title: EXCEL BUSINESS PROJECTS 1 Edition

Author: JOHNSON, ROY

Required: Yes