Spreadsheet Management - BU217

Section: BU217 816261S 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.
WHEN Start Date: 08/19/2026 End Date: 12/10/2026
Days:
Arranged
Arranged

INSTRUCTOR
ROY JOHNSON
BOOKS
Title: EXCEL BUSINESS PROJECTS 1 Edition
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Required: Yes