

CAT 140 : Introduction to Microsoft Excel

Credits 5

Introduction to spreadsheets. Create, format, edit, and print worksheets; formula and function capabilities; analyze, link, and summarize data; create charts and tables; images and diagrams; work with multiple worksheets; use templates and galleries. Keyboarding and file management skills are recommended. This class may include students from multiple sections.

Course Outcomes

- Create and manage workbooks.
- Organize and enter data.
- Change properties and print worksheets.
- Format cells.
- Enter simple formulas.
- Use advanced functions.
- Display data in charts.
- Organize data in tables.
- Summarize complex data.
- Introduced to pivot tables/charts.
- Develop Excel workbook implementing skills learned.