

IST200C : Spreadsheets

This course provides training in introductory and advanced topics related to spreadsheet creation, formatting, and printing. Topics include row and column operations, formula creation (including functions), graph creation and printing, database management techniques, and macro design and execution.

Credits 3

Lab/Practicum/Clinical Hours 0

Lecture Hours 3

Learning Outcomes

- Use functions.
- Create and edit charts, heat maps, and pictographs.
- Use filters, data validation, and worksheets.