

101-2 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	商業套裝軟體	Serial No. / ID	1047 / BAM1029
Dept.	企業管理學系	School System / Class	大學日間部1年2班
Lecturer	徐牧群	Full or Part-time	兼任
Required / Credit	Optinal / 3	Graduate Class	No
Time / Place	(一)2 / B502 (一)34 / A402-2	Language	Chinese

Introduction
Introduction to the electronic spreadsheet Excel design concepts Excel cell data entry, formatting, create graphs, pivot function applications, macros concept.

Outline
<p>1 set of basic functions and function exercises with familiar</p> <p>. Duty table</p> <p>New staff recruitment results calculated</p> <p>Product catalog print set</p> <p>5. Expenses management</p> <p>Business performance and sales analysis.</p> <p>7 business staff performance bonuses</p> <p>8 employees Chu Queqin management</p> <p>9. Employee performance management</p>

Prerequisite
none