

102-2 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	商業套裝軟體	Serial No. / ID	1136 / BAM1029
Dept.	企業管理學系	School System / Class	大學日間部1年1班
Lecturer	黃鈴玲	Full or Part-time	專任
Required / Credit	Optinal / 3	Graduate Class	No
Time / Place	(一)234 / A407	Language	Chinese

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

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

Prerequisite
none