

97-2 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	資訊科技應用	Serial No. / ID	0963 / ELF1054
Dept.	英美語文學系	School System / Class	大學日間部1年1班
Lecturer	曹秀蓉	Full or Part-time	專任
Required / Credit	Required / 2	Graduate Class	NO
Time / Place	(四)56 / J415-1	Language	Chinese

Introduction
<p>The purpose of this course is to teach students skills of using a spreadsheet program, Excel. After finishing this course, students should be able to:</p> <ol style="list-style-type: none"> 1. organize data report, 2. create statistical charts, 3. apply built-in functions, 4. conduct information analysis, and 5. use decision-making tools.

Outline
<p>Introduction to Spreadsheets (Excel)</p> <p>Input Data</p> <p>Editing</p> <p>Advanced Commands</p> <p>Functions</p> <p>Chart Editing</p> <p>Information Printing</p> <p>Data Summary</p> <p>Decision-makingg</p>

Prerequisite
N/A