

## 97-2 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	資訊科技應用	Serial No. / ID	2809 / ELF1054
Dept.	英美語文學系	School System / Class	大學日間部1年2班
Lecturer	曹秀蓉	Full or Part-time	專任
Required / Credit	Required / 2	Graduate Class	NO
Time / Place	(四)12 / 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"><li>1. organize data report,</li><li>2. create statistical charts,</li><li>3. apply built-in functions,</li><li>4. conduct information analysis, and</li><li>5. use decision-making tools.</li></ol>

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

Prerequisite
N/A