



IS - 43

# SPREADSHEETS

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Instructor

2000

# **INFORMATION SYSTEMS**

**TEXT:** None

## **PURPOSE**

The primary goal of this course is to provide a survey of the basic elements of the EXCEL 97 Spreadsheet.

## **ASSIGNMENTS**

Getting Started.

Using the Help Function

Creating a Workbook

Editing and Formating Techniques

Formulas and Functions

Page Layout/Printing

## **GRADING**

Must complete all assigned exercises to receive credit.

Credit/No Credit Only

## **ATTENDANCE**

Mandatory at all hourly sessions.

No Credit if you miss any hour.

Refer to the college catalog for additional guidelines.