

## BUAD 122: EXCEL 2019 & 365: LEVEL 1

Microsoft Excel 2019 & 365 Level 1 covers key Excel skills which include identifying parts of the Office user interface; entering, editing, and formatting entries; selecting cells and ranges; creating and modifying basic formulas; inserting charts and tables; creating a template; and sorting and filtering data. Level 1 is a prerequisite for Levels 2 and 3.

**Credits:** 1.5

**Department:** [Business](#)