

BUAD 122: EXCEL 2021 & 365: LEVEL 1 (Q)

Microsoft Excel 2021 & 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. Cross Listed as INT 122

Credits: 1.5

Department: [Business](#)