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## SECTION HEADING

### CSCI 2140: Electronic Spreadsheets and Graphics

#### Description

Electronic Spreadsheets and Graphics explores topics of statistical applications, managing database systems, and various graphical capabilities using integrated business simulations. Internal and external program utilities to aid in scanning, importing graphics and combining files will be introduced. Competency in statistical and logical formulas, charting techniques, database manipulation and macro design is expected.

#### Credits

3

#### Prerequisite

CSCI 1102

#### Topics to be Covered

1. Working with Windows
2. Formatting a worksheet
3. Formulas and functions
4. Automating tasks
5. Analyzing list data
6. What-If analysis
7. Exchanging data
8. Customizing Excel
9. Building and editing worksheets
10. Working with charts
11. Managing workbooks
12. Using lists
13. Enhancing charts and worksheets
14. Pivot Tables
15. Shared data
16. Programming with Excel

#### Learning Outcomes

1. Working with Windows
2. Formatting a worksheet
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14. Pivot Tables

15. Shared data

16. Programming with Excel

### **Credit Details**

Lecture: 3

Lab: 0

OJT: 0