《EXCEL高级应用实务》课程中英文简介

Advanced Application of EXCEL

课程代码：071493B **Course Code：**071493B

课程名称：EXCEL高级应用实务 **Course Name：**Advanced Application of

EXCEL

学时：48 **Periods：**48

学分：3 **Credits：**3

考核方式：考查 **Assessment：**Assignment

先修课程：计算机应用 **Preparatory Courses：**Computer Application

该课程在全面介绍Excel基础应用技术的同时，结合企业管理实践，重点介绍在 Excel 环境下进行各种企业管理工作的基本方法，使学生在掌握电子表格基础应用技能的基础上，能够利用 Excel中函数公式、数据透视表、图表、VBA 等高级工具，处理企业管理实际工作中面临的各种数据处理和分析问题。

The course is a comprehensive introduction to the Excel basic application technology, Combination of enterprise management practice, the basic methods of various kinds of enterprise management under Excel environment are introduced, and students can master the basic skills of spreadsheet application. It can take advantage of function formulas, PivotTables, charts, VBA and other advanced tools in Excel, to deal with various data processing and analysis problems in the actual work of enterprise management.