Overview

The Introduction to Spreadsheets course will help students become proficient in using spreadsheets to analyze business problems. Students will demonstrate competency in spreadsheet development and analysis for business applications (e.g., using essential spreadsheet functions, formulas, tables, charts, etc.). Introduction to Spreadsheets has no prerequisites.

Competencies

- **Getting Started with Excel: Introduction to Workbook and Menus**
  The graduate creates formatted spreadsheets, using appropriate functions to organize and present data effectively.

- **Introduction to References and Calculations**
  The graduate applies appropriate formulas and functions to aggregate and summarize spreadsheet data.

- **Creating, Naming, and Entering Data into Tables**
  The graduate creates tables to summarize and analyze data to make decisions.

- **Basic Data Visualization with Charts and Graphs**
  The graduate creates data visualizations using charts and graphs for use in a professional setting.

Learning

**Getting Started**

Welcome to Spreadsheets! In this course you will learn the fundamentals of spreadsheet development and analysis for business applications. This course is delivered in My Educator, which incorporates readings, videos, and interactive learning components in Excel. For the best experience, begin the course with device setup and progress through the units in the order they appear. You are encouraged to practice what you have learned in the self-checks at the end of each lesson and contact your course instructors for assistance as questions arise. Competency will be demonstrated by successful completion of an Excel-based objective assessment.

**Cohort Sign-up**

Cohorts provide additional structure and support for challenging aspects of this course. In a cohort you receive specific homework assignments and meet online with mentors and students regularly to discuss the challenging
Failed to retrieve assessments

Course Instructor Group
  d100spreadsheets@wgu.edu

Course Instructor Responsibility
  How to Work with Course Instructors