

Excel Skills Necessary for BUS 600

Please note that this is not a graded assignment. This is a pre-course learning activity that you must complete if you do not have a basic knowledge of Excel (please read below to understand what entails basic Excel knowledge for the purpose of BUS 600).

As part of the course, we will be using Excel to analyze financial data and to create budgets. During the lectures I do not have time to teach the basic Excel concepts; instead my focus will be to teach how to use Excel and its functions for managerial decision making and planning purposes. Therefore, if you are not familiar with Excel, please use the following YouTube videos to get a basic understanding. When I say a basic understanding, I expect you to be able to enter data, use basic functions like copy, paste, delete, write simple formulas (addition, subtraction, multiplication, and division), format numbers, and create simple charts.

Most of those skills can be developed by watching the following video:

<https://www.youtube.com/watch?v=7RCdzTpK00A>

If the pace of that video is too fast, please watch the following series:

Tutorial 1: https://www.youtube.com/watch?v=eI_7oc-E3h0

Tutorial 2: https://www.youtube.com/watch?v=pPSwbK4_GdY

Tutorial 3: <https://www.youtube.com/watch?v=rpCaVZCURZQ>

Tutorial 4: https://www.youtube.com/watch?v=sYxiYzx0_yY

Tutorial 5: <https://www.youtube.com/watch?v=qZbWJC7mO4o>

In summary, when the course begins, I am going to assume that you have a basic understanding of Excel. If you need more practice, there are ample YouTube videos on Excel for beginners; please find what is best for you and practice using those.