



Winter Park
TECH

Orange County Public Schools
WINTER PARK TECH

Institute for Corporate and Community Training
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Excel 2007 – Level 1

Course Description:

Microsoft Excel 2007 is Microsoft's powerful spreadsheet software application. Discover the one-stop toolbar and many other timesaving features you learn to create, edit, format and print financial worksheets. Learn to work with multiple spreadsheets, auto formatting, formulas, creating charts and much more.

Text:

MS Excel 2007 Level 1

Suggested Prerequisites:

This course assumes that students have a basic understanding of the Microsoft Windows or Macintosh, typing and mouse skills.

Topics to be addressed:

Level One:

Introduction

Ribbon and tabs

Columns/Rows

Selecting and Entering data

AutoSum

Adding and formatting text

Functions

Lists

Sorting

Filtering

AND MUCH MORE!

*The instructor reserves the right to modify this course outline at any time.