



Winter Park
TECH

Orange County Public Schools
WINTER PARK TECH

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MS Excel 2007 – Level 2

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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 2

Suggested Prerequisites:

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

Topics to be addressed:

LevelTwo:

Tables

Ranges

Styles

Charts

Objects and Images

Auditing Functions

Protecting a Worksheet

Tracking changes

Pivot tables

Macros

Web and External data

Amortization

AND MUCH MORE!

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