



Winter Park
TECH

Orange County Public Schools

WINTER PARK TECH

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Microsoft Office Overview 2007

Course Description

Overview of computer software as applied in the modern business environment. Hands on applications of word processing, spreadsheet, presentation and data management software are used to explore use of microcomputers in business. This course is intended for students who want to learn how to effectively use the Microsoft Office 2007 suite.

Objectives

Upon completion of this course, the student will be able to create a database file using Microsoft Access, documents using Microsoft Word, worksheets using Microsoft Excel, and professional presentations using Microsoft PowerPoint.

Text: Microsoft Office 2007 Overview

Suggested Prerequisites: None, although student should be familiar with personal computers.

Topics to be addressed:

Getting Started with Microsoft Office Vista	Creating a Word Document
Enhancing a Document	Adding Special Elements to a Document
Creating and Enhancing a Worksheet	Working with Excel Functions
Creating Excel Charts	Creating a Database
Working with Forms and Data	Creating a Database Report
Creating and Modifying a Presentation	Polishing and Running a Presentation

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