

Microsoft Excel



Microsoft Excel is a powerful spreadsheet program that is used

widely in the accounting industry for organizing data. It can also be used for personal use to manage and calculate data.

In Level 1, students will learn the basic functions of Excel, including, entering data, creating a workbook, changing the appearance of data, creating formulas to calculate values, bar graphs, pie charts, page setup, saving, and printing.

In Level 2, students will learn how to format cells, use functions, filters, references, add comments, and charts.