

Excel Intermediate

Working with large worksheets

- *Navigating Worksheets and Workbooks*
- *Viewing options*
- *Page Break Preview*
- *Hiding and displaying data*
- *Printing large worksheets*
- *Freeze and Split Panes*

Working with multiple worksheets and workbooks

- *Inserting Sheets*
- *Renaming Sheets*
- *Copying Sheets*
- *3D Formulas to Link Sheets*
- *Consolidating Data*

Linking Workbooks

Recap Formulas

- *Relative and Absolute referencing*
- *Averages, Minimum and Maximum*
- *Paste Functions*
- *Conditional Formulas (IF, AND and OR)*

Formatting the Worksheet

- *Adding Borders and Shading*
- *AutoFormats*
- *Copying Formats*
- *Text Formatting*

Working with Dates

- *Using Special Number Formats*
- *Indented Lists*
- *Merge and Centering*

Using Styles

- *Table Auto formats*
- *Creating and Applying a New Style*

List Management

- *Working with Lists*
- *Filtering and Sorting*
- *Advanced Filtering*

Productivity Features

- *Protecting the Worksheet*
- *Hiding Data*
- *AutoCorrect*
- *The Spelling Checker*

Working with Charts

- *Creating Charts*
- *Changing Chart Elements*
- *Printing Charts*
- *Using Graphical Elements*

Documenting and Auditing

- *Comments and Text Boxes*
- *Auditing features*
- *Work book and Worksheet Protection*