



Excel - Intermediate

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Working with Worksheets

- Viewing, Renaming, and Color-coding Worksheets
- Editing a Group
- Manipulating Worksheets
- Creating Linked Formulas
- Using 3-D References
- Protecting Workbooks and Worksheets

Working with Functions

- Creating and Using Named Ranges
- Using Functions
- Working with Insert Function
- Using Date Functions

Working with Formatting and Data Validation

- Using Conditional Formatting
- Using Data Validation
- Creating and Using Custom Formats

Creating Charts

- Using the Chart Wizard
- Modifying Charts - Overview
- Changing the Chart Type
- Changing a Chart's Location and Size
- Changing Chart Options
- Adding and Removing Data Series
- Changing Worksheet Data Using a Chart
- Using the Range Finder with Charts

Working with Charts

- Using Text Boxes
- Formatting Chart Elements - Overview
- Formatting Chart Text
- Formatting Chart Objects
- Printing Charts

Using List Features

- Creating a List
- Using AutoComplete
- Sorting a List
- Using the Data Form
- Filtering a List Using AutoFilter