



Microsoft Excel Intermediate Course Outline



Working with large worksheets

Viewing options
Hiding, displaying, and outlining data
Printing large worksheets

Using multiple worksheets and workbooks

Using multiple worksheets
Linking worksheets by using 3D
Formulas
Consolidating data
Linking workbooks
Managing workbooks

Customizing Excel

Using the Options dialog box
Customizing toolbars and menus

Advanced formatting

Borders and shading
Using special number formats
Working with dates
Working with styles
Other advanced formatting

List management

Examining lists
Sorting lists
Filtering lists
Advanced filtering

Advanced charting

Chart formatting options
Using combination charts
Using graphic elements

Documenting and auditing

Auditing features
Comments
Text boxes
Protection
Workgroup collaboration

Using templates

Built-in templates
Creating
Managing templates