



## 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