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