
Excel Intermediate

3-hours

Working with Large Workbooks

- Working with multiple worksheets and workbooks
- Linking worksheets with 3-D formulas
- Create formulas across workbooks

Advanced Formatting

- Using special number formats
- Using functions to format text
- Working with styles

Outlining and subtotals

- Outlining and consolidating data
- Creating subtotals

Cell and Range Names

- Creating and using names
- Managing names

Tables

- Sorting and filtering data
- Advanced filtering
- Working with tables

Working with Charts

- Create and modify charts
- Printing charts
- Chart formatting options
- Combination charts
- Graphical elements
- Sparklines

Auditing, Documenting and Security

- Auditing features
- Comments in cells and workbooks
- Protection