

## Microsoft Excel: Intermediate

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Intermediate – Level 2	
<b>Working with multiple sheets including:</b>	<b>More Excel fundamentals including:</b>
Creating multiple sheets Moving between sheets – keyboard & mouse Naming your sheets Inserting and deleting sheets Creating formulas across sheets Formatting a group of sheets in group mode Copying & moving sheet data from within a file Copying & moving sheet data to a separate file	Making use of Paste Special Linking cells Customizing Headers and footers Printing tips for the spread sheet Absolute and relative cell addressing Use of the keyboard for moving and selecting cells Adding useful icons to the Quick Access bar
<b>Additional formatting including:</b>	<b>Database features including:</b>
Use of the Excel's table feature Use of cell styles Creating cell styles Use of conditional formatting Creating new rules for formatting Managing and clearing rules	Sorting your information Subtotalling your data Filtering your data with Auto filter Filtering your data with Advanced options Use of group and outline Converting text to columns Year, month and concatenate functions