

Microsoft Excel Intermediate User



Customize Views and Settings

- customize the Quick Access Toolbar
- change magnification by using Zoom tools
- hide and unhide columns
- hide and unhide rows
- hide and unhide worksheets
- use the Custom Views tool
- use the Freeze Panes tool
- use the View Side by Side tool
- use the Arrange All tool
- use the New Window tool
- change Excel options

Configure Worksheets and Workbooks for Distribution

- set and clear a print area
- use custom scaling options
- use the Page Break Preview tool
- display repeating row titles on multipage worksheets
- display repeating column titles on multipage worksheets

Insert Data in Cells and Ranges

- use insert options
- use Auto Fill options
- use the double-click fill trick
- use advanced replace options
- use paste options to paste values
- use paste options to transpose data
- use paste options to insert data as a picture
- use paste special to paste comments
- use paste special operation options
- use paste special skip blanks
- insert a hyperlink to a file
- create a drop-down list using a cell range / static data

Organise and Visualise Data

- create an Excel table from a cell range
- sort data by a column / by multiple columns
- apply a text filter / number filter / date filter
- apply grouping to rows to outline data
- apply grouping to columns to outline data
- insert subtotals
- amend / delete conditional formatting rules
- link conditional formatting to a cell
- apply more than 1 rule
- insert / edit / clear sparklines
- create a basic chart

Insert Formula Using Cell References

- insert a formula to link cells within a sheet
- insert a formula to link cells between sheets
- insert a formula using data from different sheets
- use an absolute cell reference

Use the SUM Function

- edit the range of cells used in the SUM function
- use the SUM function to add non-adjacent cells
- use the SUM function to add a range of cells in a different sheet
- use the SUM function to add a column in a different sheet

Use the SUMIF Function

- insert the SUMIF function using text criteria
- insert the SUMIF function using a cell reference as the criteria

Use the IF Function

- use the IF function to display a message
- use the IF function to display a blank message
- use an absolute cell reference with the IF function

Use the VLOOKUP Function

- use the VLOOKUP function to lookup data
- use the VLOOKUP function to compare 2 columns

Use Functions to Modify Data

- use the TRIM function
- use the RIGHT function
- use the LEFT function
- use the CONCATENATE function

Modify and Insert a PivotTable

- modify an existing PivotTable
- refresh a PivotTable
- prepare data to be used in a PivotTable
- insert a PivotTable in an existing worksheet
- change the Summarize Values By setting
- use Show Details to display data linked to a value
- insert a PivotChart

Use the Quick Analysis Tool

- apply conditional formatting
- insert a chart
- insert totals
- insert a table
- insert sparklines