

Microsoft Excel 2010 Intermediate Syllabus

Managing Workbooks

- Using Workbook Views
- Selecting and Switching Between Worksheets
- Inserting and Deleting Worksheets
- Renaming, Moving, and Copying Worksheets
- Splitting and Freezing a Window
- Creating Headers and Footers
- Hiding Rows, Columns, Worksheets, and Windows
- Setting the Print Area
- Adjusting Page Margins and Orientation
- Adding Print Titles, Gridlines, and Row and Column Headings
- Adjusting Paper Size and Print Scale
- Printing a Selection, Multiple Worksheets, and Workbooks
- Working with Multiple Workbook Windows
- Creating a Template
- Managing Workbooks Review

More Functions and Formulas

- Formulas with Multiple Operators
- Inserting and Editing a Function
- AutoCalculate and Manual Calculation
- Defining Names
- Using and Managing Defined Names
- Displaying and Tracing Formulas
- Understanding Formula Errors
- Using Logical Functions (IF)
- Using Financial Functions (PMT)
- Using Database Functions (DSUM)
- Using Lookup Functions (VLOOKUP)
- User Defined and Compatibility Functions
- Financial Functions
- Date & Time Functions
- Math & Trig Functions
- Statistical Functions
- Lookup & Reference Functions
- Database Functions
- Text Functions
- Logical Functions
- Information Functions
- Engineering and Cube Functions
- More Functions and Formulas Review

Working with Data Ranges

- Sorting by One Column
- Sorting by Colors or Icons
- Sorting by Multiple Columns
- Sorting by a Custom List
- Filtering Data
- Creating a Custom AutoFilter
- Using an Advanced Filter
- Working with Data Ranges Review

Working with Tables

- Creating a Table
- Adding and Removing Data
- Working with the Total Row
- Sorting a Table
- Filtering a Table
- Removing Duplicate Rows of Data
- Formatting the Table
- Using Data Validation
- Summarizing a Table with a PivotTable
- Converting to a Range
- Working with Tables Review