

**Class Title:** Intermediate Microsoft Excel

**Duration:** 1 Day

**1. Working with Multiple Worksheets**

- 1.1. Selecting Multiple Sheets
- 1.2. Performing Edits on Multiple Sheets
- 1.3. Data Entry Shortcuts Using Multiple Sheets

**2. Using Templates and Styles**

- 2.1. Creating and Applying Styles
- 2.2. Modifying Styles
- 2.3. Merging Styles
- 2.4. Designing and Editing Templates
- 2.5. Saving a Workbook as a Template

**3. Using Range References**

- 3.1. Creating Absolute Cell References
- 3.2. Using Text and Date References in Formulas
- 3.3. Creating a Custom Series
- 3.4. Creating Formulas that Link Sheets
- 3.5. Creating Summary or Rollup Sheets
- 3.6. Using 3-D Range References
- 3.7. Assigning Names to Cells and Ranges
- 3.8. Using Names in Formulas
- 3.9. Using the Name Manager

**4. Working with Large Worksheets**

- 4.1. Printing Titles
- 4.2. Using Page Break Preview
- 4.3. Inserting Hard Page Breaks
- 4.4. Protecting Cells, Sheets and Workbooks

**5. Sorting, Filtering and Subtotals**

- 5.1. Sorting Data
- 5.2. Filtering Lists Using AutoFilter
- 5.3. Using the Subtotal Function on Filtered Data
- 5.4. Using Hyperlinks to Access Data