Microsoft Excel Intermediate Outline

Domain 1: Using multiple worksheets and workbooks

1.1 Using multiple workbooks
1.2 Linking worksheets with 3-D formulas
1.3 Linking workbooks
1.4 Managing workbooks

Domain 2: Advanced formatting

2.1 Using special number formats
2.2 Using functions to format text
2.3 Working with styles
2.5 Other advanced formatting

Domain 3: Outlining and subtotals

3.1 Outlining and consolidating data
3.2 Creating subtotals

Domain 4: Cell and range names

4.1 Creating and using names
4.2 Managing names

Domain 5: Lists and tables

5.1 Examining lists
5.2 Sorting and filtering lists
5.3 Advanced filtering
5.4 Working with tables

Domain 6: Web and Internet features

6.1 Saving workbooks as Web pages
6.2 Using hyperlinks
6.3 Distributing workbooks

Domain 7: Advanced charting
7.1 Chart formatting options
7.2 Combination charts
7.3 Graphic elements

Domain 8: Documenting and auditing
8.1 Auditing features
8.2 Comments in cells and workbooks
8.3 Protection
8.4 Workgroup collaboration

Domain 9: Templates and settings
9.1 Application settings
9.2 Built-in templates
9.3 Creating and managing templates