

## INTERMEDIATE MS EXCEL

### 1 Cell References

- a. Relative cell references
- b. Absolute cell references
- c. Mixed cell references
- d. Naming cells
- e. Naming ranges
- f. Switching cell references

### 2 Formulae

- a. Building more complex formulae
- b. Using functions
- c. Using named cells
- d. Adding comments to cells

### 3 Charts

- a. Creating a chart
- b. Modifying a chart
  - i. Modifying data
  - ii. Modifying colour
  - iii. Modifying the chart type
  - iv. Modifying grids and lines
- c. Printing a chart
- d. Linking charts to Word

### 4 Custom Lists

- a. Using standard custom lists
- b. Creating your own custom lists
- c. Using your custom lists

### 5 Linking

- a. Linking worksheets
- b. Linking workbooks
- c. Using paste special

### 6 Using Look Up Tables

- a. VLOOKUP
- b. HLOOKUP

### 7 Conditional Formatting

- a. What is conditional formatting?
- b. Simple conditional formatting
- c. Using formulae for conditional formatting
- d. Finding cells containing conditional formats

### 8 Macros

- a. What is a macro
- b. Creating macros
- c. Assigning macros
- d. Using macros
- e. Saving to template/file



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