

## EXCEL INTERMEDIATE



- **Named Ranges.** To create a named range, to use a name for navigation, to use a name in a formula, to delete a name, to print a list of names
- **Excel Functions.** Statistical functions, to use a function.
- **Working with multiple sheets.** To rename worksheets, insert / delete / rearrange them. To copy sheets in the same and other workbooks. Grouping / ungrouping sheets.  
**Linking and Consolidating Sheets.** Simple reference links, calculating across worksheets and books. 3D calculations
- **Working with Data lists.** Printing and freezing titles, sorting and filtering data. Sub-totals
- **Pivot Tables and Charts.** Creating, selecting, grouping and formatting these
- **Charts.** Creating, formatting and changing data
- **Protecting Files and Data**

