

# Creating Charts, Using Intermediate Functions and Working with Lists in Excel (Excel Level 2)



## **Managing Workbooks**

- Viewing a Workbook and Working with the Workbook Window
- Splitting and Freezing a Workbook Window
- Selecting, Inserting and Deleting Worksheets
- Renaming, Moving and Copying Worksheets
- Hiding Rows, Columns, Worksheets and Windows
- Protecting a Workbook, a Worksheet and Worksheet Elements
- Creating a Template

## **Creating and Working with Charts**

- Creating a Chart
- Moving and Resizing a Chart
- Formatting and Editing Objects in a Chart
- Changing a Chart's Source Data
- Changing a Chart Type and Working with Pie Charts
- Adding Titles, Gridlines, and a Data Table
- Formatting a Data Series and Chart Axis

## **Intermediate Functions and Formulas**

- Formulas with Several Operators and Cell Ranges
- Using the Insert Function Feature
- Creating and Using Range Names
- Selecting Nonadjacent Ranges and Using Auto Calculate
- Using the IF Function to Create Conditional Formulas
- Using the PMT Function
- Displaying and Previewing and Correcting Formulas
- Overview of the Formulas Available in Excel (Mathematical, Financial, Date/Time, Statistical)

## **Working with Data Tables**

- Creating a List
- Working with Lists and Using the Total Row
- Adding Records Using the Data Form and Insert Row
- Finding and Deleting Records
- Sorting a List
- Filtering a List with the AutoFilter and with an Advanced Filter
- Creating a Custom AutoFilter
- Copying Filtered Records