

## Microsoft Excel Intermediate

<b>Module 2.1: Creating Charts</b> <b>Lesson A. Creating A Chart Sheet</b>	<ul style="list-style-type: none"> <li>• A-1: Starting Microsoft Windows and Excel</li> <li>• A-2: Creating a Chart with the F11 Key</li> <li>• A-3: Examining Chart Terminology</li> <li>• A-4: Charting Non-Adjacent Worksheet Data</li> <li>• A-5: Renaming Chart Sheets</li> </ul>
<b>Lesson B. Creating an Embedded Chart</b>	<ul style="list-style-type: none"> <li>• B-1: Creating a Pie Chart; Reviewing the Chart Wizard Dialogue Boxes</li> <li>• B-2: Moving an Embedded Chart</li> <li>• B-3: Sizing an Embedded Chart; Deleting The Legend</li> <li>• B-4: Examining the Link Between Worksheet Data and Charts</li> </ul>
<b>Lesson C. Comparing Chart Sheets with Embedded Charts</b>	<ul style="list-style-type: none"> <li>• C-1: Comparing Chart Sheets with Embedded Charts</li> </ul>
<b>Module 2.2: Modifying Charts</b> <b>Lesson A. Chart Types</b>	<ul style="list-style-type: none"> <li>• A-1: Changing the Chart Type</li> <li>• A-2: Observing Chart Sub-Types and Custom Chart Types</li> </ul>
<b>Lesson B. Modifying Embedded Charts</b>	<ul style="list-style-type: none"> <li>• B-1: Changing the Chart Type of an Embedded Chart</li> <li>• B-2: Exploding a Pie Slice</li> <li>• B-3: Previewing the Printed Worksheet</li> <li>• B-4: Working with Page Setup Options</li> </ul>
<b>Lesson C. Adding and Deleting Chart Items</b>	<ul style="list-style-type: none"> <li>• C-1: Adding and Editing Titles</li> <li>• C-2: Adding and Deleting Data Labels</li> <li>• C-3: Adding Selected Data Labels</li> <li>• C-4: Linking Chart Text to Worksheet Data</li> </ul>
<b>Lesson D. Moving and Sizing Chart Items</b>	<ul style="list-style-type: none"> <li>• D-1: Moving the Chart Title</li> <li>• D-2: Moving the Legend</li> <li>• D-3: Sizing the Plot Area</li> </ul>
<b>Module 2.3: Formatting a Chart</b> <b>Lesson A. Formatting Chart Text</b>	<ul style="list-style-type: none"> <li>• A-1: Adding a Border Around the Chart Title</li> <li>• A-2: Changing the Font of All Chart Text</li> <li>• A-3: Changing the Font of Individual Chart Text Items</li> <li>• A-4: Changing the Alignment of Axis Labels</li> </ul>
<b>Lesson B. Formatting Labels</b>	<ul style="list-style-type: none"> <li>• B-1: Changing The Number Format and Alignment Labels</li> </ul>
<b>Lesson C. Formatting the Chart</b>	<ul style="list-style-type: none"> <li>• C-1: Formatting the Plot Area</li> <li>• C-2: Formatting the Data Markers</li> </ul>
<b>Lesson D. Printing a Chart Sheet</b>	<ul style="list-style-type: none"> <li>• D-1: Previewing the Formatted Chart</li> <li>• D-2: Working with Page Setup Options</li> </ul>
<b>Module 2.4: Using Graphic Objects</b> <b>Lesson A. Adding Graphic Objects</b>	<ul style="list-style-type: none"> <li>• A-1: Experimenting with The Drawing Toolbar</li> <li>• A-2: Changing the Order of Graphic Objects</li> <li>• A-3: Moving and Copying Graphic Objects</li> </ul>
<b>Lesson B. Formatting Graphic Objects</b>	<ul style="list-style-type: none"> <li>• B-1: Formatting Graphic Objects</li> <li>• B-2: Adding the 3-D Effect to the Text Box</li> <li>• B-3: Deleting Objects</li> </ul>
<b>Lesson C. Using Graphic Objects to Enhance Worksheets And Charts</b>	<ul style="list-style-type: none"> <li>• C-1: Using the Drawing Tools to Enhance the Worksheet</li> <li>• C-2: Using the Drawing Tools to Enhance a Chart Sheet</li> </ul>
<b>Module 2.5: Sorting Data</b> <b>Lesson A. Single-Level Sorting</b>	<ul style="list-style-type: none"> <li>• A-1: Exploring the Worksheet Sort Data</li> <li>• A-2: Sorting the List by Using Quick Sort</li> <li>• A-3: Returning the List to Its Original Order</li> <li>• A-4: Importing Data from a Text File</li> </ul>
<b>Lesson B. Multiple-Level Sorting</b>	<ul style="list-style-type: none"> <li>• B-1: Performing a Two-Level Sort</li> <li>• B-2: Performing Consecutive Sorts</li> <li>• B-3: Performing a Three-Level Sort</li> </ul>
<b>Lesson C. Sorting Options</b>	<ul style="list-style-type: none"> <li>• C-1: Using an Excel Custom Sort Order</li> <li>• C-2: Creating Subtotals For a Sorted List</li> <li>• C-3: Examining the Subtotals</li> </ul>
<b>Lesson D. Importing Data</b>	<ul style="list-style-type: none"> <li>• D-1: Importing Data From an Access Database</li> <li>• D-2: Importing a Table From an HTML File</li> </ul>
<b>Lesson E. Design Considerations</b>	<ul style="list-style-type: none"> <li>• E-1: Considering Design Issues</li> <li>• E-2: Creating and Using a Data Validation Rule</li> </ul>

<b>Module 2.6: Filtering Data</b> <b>Lesson A. Filtering a List</b>	<ul style="list-style-type: none"> <li>• A-1: Single-Column Filtering</li> <li>• A-2: Displaying the Entire List</li> <li>• A-3: Using a Multiple-Column Filter to Create an AND Condition</li> <li>• A-4: Removing a Single-Column Filter</li> <li>• A-5: Finding Empty Cells and Non-Blank Cells</li> </ul>
<b>Lesson B. Custom Criteria</b>	<ul style="list-style-type: none"> <li>• B-1: Observing Single-Column AutoFiltering</li> <li>• B-2: Using Custom Criteria to Create an OR Condition</li> <li>• B-3: Filtering to Find a Range of Values</li> <li>• B-4: Filtering by Using the * Wildcard</li> </ul>
<b>Lesson C. Multiple-Condition Criteria</b>	<ul style="list-style-type: none"> <li>• C-1: Observing the Limitations of AutoFilter</li> <li>• C-2: Turning off AutoFilter</li> <li>• C-3: Entering Comparison Criteria in a Range</li> <li>• C-4: Defining the Criteria Range; Completing the Filter</li> </ul>
<b>Lesson D. Managing a Filtered List</b>	<ul style="list-style-type: none"> <li>• D-1: Sorting a Filtered List</li> <li>• D-2: Using the AutoSum Button with a Filtered List</li> <li>• D-3: Previewing the Filtered List</li> </ul>