

Microsoft Excel 2010 Intermediate Skills Checklist

This checklist has been compiled from various public sources to help job seekers to efficiently communicate their current proficiency with intermediate-level skills in using Microsoft Excel 2010 in addition to the Basic-level skills.

Maintain a Large Worksheet	
☐	☐ Use Zoom to narrow focus
☐	☐ Split window horizontally
☐	☐ Split window vertically
☐	☐ Freeze/unfreeze headings
☐	☐ Add, name, order worksheets
☐	☐ Name a cell, formula, constant
☐	☐ Use date in a formula
Work with Multiple Worksheets	
☐	☐ Navigate among sheets in a workbook
☐	☐ Edit cell in two worksheets at a time
☐	☐ Add, name and order worksheets
☐	☐ Open, arrange multiple windows in a worksheet
☐	☐ View two worksheets side by side
☐	☐ Move or copy a worksheet to another workbook
☐	☐ Create a link between two workbooks
☐	☐ Create a summary worksheet that recaps values from other worksheets
Work with Data	
☐	☐ Group data
☐	☐ Dissociate (Ungroup) data
☐	☐ Import data from another database to worksheet
☐	☐ Add hyperlink to another document in worksheet

Advanced Chart Skills	
☐	☐ Create a new chart (full range of chart options)
☐	☐ Move or resize an existing chart in a worksheet
☐	☐ Use Design Tab to customize type and style
☐	☐ Use Layout Tab to customize chart elements
☐	☐ Edit chart titles
☐	☐ Format chart elements (titles, categories, values)
☐	☐ Add graphic image and textbox to a worksheet
☐	☐ Add clip art and WordArt to a worksheet
☐	☐ Add a SmartArt object to a worksheet
Work with Data Lists	
☐	☐ Create a list
☐	☐ Add records using a data form
☐	☐ Edit and find records using a data form
☐	☐ Sort records on single and multiple fields
☐	☐ Use AutoFilter to hide records
☐	☐ Create a custom filter for a list
☐	☐ Delete a comment from a document
Document and Audit a Worksheet	
☐	☐ Add, review, edit and print comments
☐	☐ Use Watch Window to find errors in a worksheet
☐	☐ Use Auditing feature to find errors in a worksheet
Printing Options	

Intermediate Excel Skills Checklist

Donna Bennett



Intermediate Excel Skills Checklist:

Excel Essential Skills Donna Bennett, 2000 Excel Essential Skills Science Revision Workbook Year 9 is a revised edition with topics covering the Year 9 AUSTRALIAN CURRICULUM SCIENCE COURSE This book will allow students to revise the course in a user friendly way improve their understanding of Science and help them excel in their tests half yearly exam and yearly exam In this book you will find Easy to understand revision notes and diagrams for all topics A wide variety of exercises to test scientific skills Revision questions to reinforce knowledge A glossary explaining important terms in each chapter A detailed answer section CHAPTERS Introduction STRAND Biological Sciences Chapter 1 Food and living things Chapter 2 Sensing the world around you Chapter 3 Animal reproduction Chapter 4 Infectious diseases Test A STRAND Chemical Sciences Chapter 5 Chemical reactions STRAND Earth and Space Sciences Chapter 6 The universe Chapter 7 Human impact on the biosphere STRAND Physical Sciences Chapter 8 Wave motion Test B Answers Excel Essential Skills English Workbook Kristine Brown, 2004 This book is the third in the series of four books that aims to improve student's writing and give practical help with writing tasks in Year 9 and later years The topics and text types covered in the book are designed to help students in their writing tasks for all school subjects In Excel English Workbook Year 9 you will find a focus on 15 different text types a wide variety of practice exercises important grammar and punctuation information vocabulary lists to memorise a detailed answer section Author Kristine Brown *Year 10 Intermediate Mathematics* Lyn Baker, 2005 The popular Excel Revise in a Month series for senior secondary students has now been adapted for junior high school subjects Each book in the series provides a structured easy to follow revision program for topics tests and exams throughout the year Excel Revise in a Month Year 10 Intermediate Mathematics book revises the NSW Year 10 Stage 5 2 Mathematics course is applicable to students in the other states studying Year 10 Mathematics tells students exactly what to study each week and how much time to spend on each topic provides lots of revision questions and three sample examination papers includes fully explained answers to all questions This book will help students revise for success with graded questions from easy to challenging summarised key exam concepts a checklist of key points for each topic feedback and results charts to help monitor progress easy to use presentation **Intermediate Accounting** Terry D. Warfield, Jerry J. Weygandt, Donald E. Kieso, 2007-12-04 Now readers can get all the accuracy and authority of the best selling intermediate accounting book in the new second edition of this brief streamlined version Fundamentals of Intermediate Accounting presents a balanced discussion of concepts and applications explaining the rationale behind business transactions before addressing the accounting and reporting for those activities Readers will gain a solid foundation in such areas as the standard setting process the three major financial statements revenue recognition income taxes reporting disclosure issues and much more *Excel Essential Skills* A. S. Kalra, 2007 **Year 9 Intermediate Mathematics** Lyn Baker, 2004-12-31 **Excel Basic Skills Homework Book** Allyn Jones, 1999 Excel Maths Whole Numbers Decimals Percentages and Fractions is designed for

students in Year 7 who require extra attention in their Basic Number Skills To be successful in mathematics students must have a solid foundation in place for their high school maths to build on These skills include a firm understanding of basic number work without reliance on calculators This book looks at the important number skills for Year 7 and provides clearly set out explanations and examples for both students and parents to follow Practice questions are then provided to build the confidence of the student In this book you will find self contained units of work with hundreds of practice questions tests at the start of each unit to identify any problem areas step by step worked examples review tests for each unit and two end of year tests allowing students to monitor their progress answers to all questions Author Allyn Jones **Fundamentals of**

Intermediate Accounting 2006 FASB Update, with TakeAction! CD Donald E. Kieso, Jerry J. Weygandt, Terry D. Warfield, 2005-08-05 Now readers can get all the accuracy and authority of the best selling intermediate accounting book in the new second edition of this brief streamlined version Fundamentals of Intermediate Accounting presents a balanced discussion of concepts and applications explaining the rationale behind business transactions before addressing the accounting and reporting for those activities Readers will gain a solid foundation in such areas as the standard setting process the three major financial statements revenue recognition income taxes reporting disclosure issues and much more

Microsoft Excel Jan Ray, 2001-02 Includes CD with templates and project samples **Online World Language**

Instruction Training and Assessment Carmen King Ramírez, Barbara A. Lafford, James E. Wermers, 2021 This new guide provides a much needed critical pedagogical approach to computer assisted language learning CALL teacher education CTE By combining best CTE training and evaluation practices with assessment tools to address all facets of learning online the authors explain how teachers can use technology to build successful online programs **Advancing Your Nursing Degree**

Debra A. Wolff, DNS, PCNP, RN, 2016-12-28 Focuses on careful preparation as the key to academic success Brimming with practical ideas and useful resources this book aims to prepare nurses at all levels to advance and attain their educational goals Each chapter details how to prepare and stay motivated for the journey ahead including how to stop contemplating the decision and move forward The book addresses common barriers and fears about a return to school such as how to handle multiple responsibilities refresh writing skills finance a college education and deal with the fear of technology or being too old Through real life examples from nurses who have faced the challenges of re entering college Advancing Your Nursing Degree The Experienced Nurse's Guide to Returning to School details the process of selecting a program completing an application and orienting to college life In a friendly and personal voice this book describes the current academic environment and the expectations facing students today Included are checklists on what to look for when deciding on a school and program how to identify gaps in computer skills and what resources may help promote ultimate success Each chapter builds on the previous one and contains resources and examples on preparing mentally for the rigors of school getting family and other support systems onboard balancing job responsibilities and schedules sharpening academic and

computer skills setting up a study area that is conducive to success and celebrating achievements along the way The book also details ideas on how to finance a college education including particular resources available to nurses While written for nurses at all educational levels each chapter includes specific information for graduate nurses Key Features Written by a nurse for nurses at all levels of education and experience Focuses on thoughtful preparation an often overlooked strategy for success when re entering the academic environment Addresses the fears frequently expressed by nurses when returning to school Provides practical ideas and real life examples from nursing students and faculty Includes a checklist of items to consider when exploring program choices Presents strategies and resources to fund nursing education **Excel Spelling**

and Vocabulary Crossword Puzzles Nancy P. Sibtain,2004 *Fundamental Computer Skills* Feng-Qi Lai,David R. Hofmeister,2004-08-31 **Finding a Job Worth Having, 4th Edition** Vicki Lind, MS,Cynthia Dettman, JD,

MSW,2012-06-29 This expanded handbook will help people find a meaningful career direction in Portland s bustling job market If you are wanting to explore a brand new career this book is for you Appendices give special attention to creative health care education social justice and sustainability communities **Fieldwork and Supervision for Behavior Analysts** Ellie Kazemi,Peter Adzhyan,Brian Rice,2024-09-04 The ultimate comprehensive and competency based approach to effective supervision of behavior analysts Now in its second edition this comprehensive guide offers a roadmap for both the supervisor and supervisee presenting step by step guidance practical activities and case scenarios to foster growth and success in the supervisory relationship Drawing from extensive research and over 35 years of combined experience the authors provide practical tools and insights to navigate the complexities of supervision in behavior analysis From establishing a competency based framework to fostering cultural responsiveness and ethical conduct this revised edition equips supervisors and supervisees with the resources needed to excel in their roles Chapters align to the Board Certified Behavior Analyst Test Content Outline 6th ed with the second half of the book focusing on competencies developed by the authors Within each competency are practical activities exploring different skill levels allowing for individualized growth strategies With a focus on enabling supervisees to take ownership of their personal growth and development this book equips both parties with the tools needed to excel in their roles New to the Second Edition Expanded content on how to foster and strengthen the supervisor supervisee relationship Integrated essential topics such as compassionate care and trauma informed practice Updated content throughout to reflect changes in supervision research and growth of the literature Incorporated cultural responsiveness and ethical conduct into all competency areas Key Features Step by step guides for running supervision meetings streamline the process for supervisors and empower supervisees to take control of their own development Emphasis on the supervisee s experience enhances outcomes by addressing the interdependent nature of the supervisor supervisee relationship Practical activities case scenarios and meeting templates provide tangible resources for supervisors to tailor supervision to individual needs Competencies are broken down into different skill levels allowing for targeted

development and increased individualization Written by seasoned professionals with over three decades of supervisory experience in different contexts offering unparalleled expertise and perspective Intermediate Accounting, Volume 2 Update Donald E. Kieso, Jerry J. Weygandt, Terry D. Warfield, 2005-12-02 This bestseller has powered the careers of countless professionals This update to the 11th edition builds on the book's reputation for comprehensiveness accuracy and currency incorporating all the recent changes to the accounting literature It integrates numerous examples from real corporations throughout the chapters to help readers understand the application of accounting principles and techniques in practice They'll also find problems that are modeled on the AICPA Simulations a new question format designed for the computerized uniform CPA Exam These problems prepare readers for the exam testing their ability to read digest research and respond to both a numeric problem and a short answer essay This edition does NOT include the Problem Solving Survival Guide Year 10 A. S. Kalra, 2002 Designed to assist students to prepare for half yearly and yearly exams *Excel Poetry Workbook Years 7-8* Derek Lewis, 2006 **Monthly Checklist of State Publications** Library of Congress. Exchange and Gift Division, 1992 **Resources in Education** , 2001-10

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Intermediate Excel Skills Checklist Introduction

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