

# 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

**Vicki Lind, MS, Cynthia Dettman, JD,  
MSW**



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