

# 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

**Huangqi Zhang**



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