

# Excel Class– Intermediate

- I. Toolbars
  - a. Ribbon
  - b. Quick Access Toolbar
  - c. Mini Toolbar
- II. Multiple Worksheets
- III. Calculations
  - a. Formulas
  - b. Functions
- IV. Absolute vs. Relative Referencing
  - a. Cell placement
  - b. \$ used in formulas and functions
- V. Formatting
  - a. Convert Text to Columns
  - b. Modify Fonts
  - c. Format Cells Dialog Box
  - d. Add Borders and Colors to Cells
  - e. Hide or Unhide Rows or Cells
  - f. Merge Cells
  - g. Align Cell Contents
- VI. Headers/Footers
- VII. Freeze Panes/Split Worksheets