EXCEL: Before you take intermediate level Excel, we recommend you know the following

Excel basics:

- ✓ How to widen columns, increase row heights.
- ✓ Excel's four pointer modes and what they do.
- ✓ Know where the formula bar is and what it is for.
- ✓ How to fill in each month of the year across columns or down rows without typing more than one month.
- ✓ Design a basic spreadsheet.
- ✓ Basic formulas: sum, average, high value, low value, using math operators and understanding order of operators.
- ✓ How formulas and calculations are affected when copied to other cells. (Relative/Absolute reference)
- ✓ AutoSum (One-click method for a basic formula).
- ✓ Keyboard methods for selecting cells and getting around
- ✓ How to format numbers and text.
- ✓ Center a spreadsheet on the printed page.
- ✓ How to get a quick, on-the-fly total, average, or count without creating a formula.
- ✓ How to apply and remove color from cells and fonts.
- ✓ How to insert a new sheet or delete an unwanted sheet.
- ✓ How to move and duplicate sheets.
- ✓ How to create links/connections from cells on one sheet to another sheet. (Formula link)
- ✓ How to create headers and footers.
- ✓ How to setup a spreadsheet for print.
- ✓ Know at least two of three ways to print lines on a worksheet.
- ✓ How to save an Excel Workbook.