

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

Advanced Chart Skills	
<input type="checkbox"/>	Create a new chart (full range of chart options)
<input type="checkbox"/>	Move or resize an existing chart in a worksheet
<input type="checkbox"/>	Use Design Tab to customize type and style
<input type="checkbox"/>	Use Layout Tab to customize chart elements
<input type="checkbox"/>	Edit chart titles
<input type="checkbox"/>	Format chart elements (titles, categories, values)
<input type="checkbox"/>	Add graphic image and textbox to a worksheet
<input type="checkbox"/>	Add clip art and WordArt to a worksheet
<input type="checkbox"/>	Add a SmartArt object to a worksheet
Work with Data Lists	
<input type="checkbox"/>	Create a list
<input type="checkbox"/>	Add records using a data form
<input type="checkbox"/>	Edit and find records using a data form
<input type="checkbox"/>	Sort records on single and multiple fields
<input type="checkbox"/>	Use AutoFilter to hide records
<input type="checkbox"/>	Create a custom filter for a list
<input type="checkbox"/>	Delete a comment from a document
Document and Audit a Worksheet	
<input type="checkbox"/>	Add, review, edit and print comments
<input type="checkbox"/>	Use Watch Window to find errors in a worksheet
<input type="checkbox"/>	Use Auditing feature to find errors in a worksheet
Printing Options	
<input type="checkbox"/>	Specify margins, orientation, etc. on Page Setup
<input type="checkbox"/>	Preview page breaks
<input type="checkbox"/>	Print formulas only

Suggested instructions for use of this checklist:

1. Delete items that you have not yet performed (copy chart and title and paste in a Word file).
2. Replace check box with symbol, or print out checklist and check the appropriate boxes with broad-tipped black pen.