



Microsoft®

Excel 2021 Intermediate

Improve your Excel 2021 skills: Create eye-catching charts; use practical formulas; add conditional formatting; gain speed with tables; and more.

Charts

1.1 Create Charts

- Create a Chart
- Create a Recommended Chart

1.2 Move and Resize

- Move a Chart
- Move Charts to a Chart Sheet
- Resize a Chart
- Delete a Chart

1.3 Chart Types

- Select a Chart Type
- Switch Row/Column Data

1.4 Layout and Style

- Apply a Chart Layout
- Apply a Chart Style
- Change Colors

1.5 Titles and Legends

- Change the Chart Title
- Add Axis Titles
- Position the Chart Legend

1.6 Gridlines, Labels, and Data Tables

- Show Chart Gridlines
- Add Data Labels
- Display a Data Table

1.7 Chart Elements

- Change the Color of a Data Series
- Format Other Chart Areas

1.8 Modify Chart Data

- Add a Data Series
- Rename a Data Series
- Reorder a Data Series

1.9 Filter Charts

Filter a Chart
Remove a Filter

1.10 Trendlines

Add a Trendline
Edit a Trendline

1.11 Dual-Axis Charts

Create a Dual Axis Chart
Add Secondary Axis Titles

1.12 Chart Templates

Save Chart Templates
Create a Chart from a Template

1.13 Sparklines

Insert Sparklines

2.1 Page Size and Scale

Change Page Size
Change Print Scale

2.2 Print Area and Page Breaks

Set the Print Area
Remove a Print Area
View Page Breaks

2.3 Print Titles, Gridlines, and Headings

2.4 Headers and Footers

Add a Header or Footer
Adjust the Header and Footer Height

2.5 Margins and Orientation

Set Print Margins
Set Page Orientation

2.6 Inspect for Issues

Inspect a Workbook
Accessibility Issues
Compatibility Issues

Intermediate Formulas

3.1 Reference External Worksheets

Reference Another Worksheet
Reference Another Workbook

3.2 Absolute and Relative References

Relative References
Absolute References

3.3 Order of Operations

Understand Order of Operations
Order of Operations

3.4 Cell and Range Names

Create a Name
Use a Cell or Range Name in a Formula
Go to a Name
Edit and Delete Cell or Range Names

3.5 Insert Functions

Insert a Function

3.6 CONCAT Function

Concatenate Text

3.7 PMT Function

3.8 Display Formulas

Show/Hide Formulas
Highlight Formulas

3.9 Date Formulas

Use the TODAY() Function
Date Formulas
Use the NOW() Function

Manage Data

4.1 Quick Analysis

4.2 Outline and Subtotal

Add Subtotals
Outline Options
Remove Outlines and Subtotals

4.3 Data Validation

Create a Validation Rule
Add Input and Error Messages

4.4 Flash Fill

Tables

4.5 Import and Export Data

Export Data
Import Data

5.1 Insert a Table

Create a Table
Apply a Table Style
Convert to a Range

5.2 Sort Data

Sort by One Column
Sort by Multiple Columns

5.3 Filter Data

Filter
Clear a Filter

5.4 Add Rows and Columns

Insert a Row or Column at the End
Insert a Row or Column Within a Table
Delete Rows and Columns

5.5 Table Styles

Table Style Options

5.6 Remove Duplicates

Remove Duplicates

5.7 Slicers

Insert a Slicer
Filter with a Slicer
Clear and Remove a Slicer

5.8 Structured References

Name a Table
Enter a Structured Reference

Intermediate Formatting

6.1 Apply Conditional Formatting

Apply Conditional Formatting
Remove Conditional Formatting Rules
Advanced Conditional Formatting Rules

6.2 Apply and Remove Cell Styles

Apply a Cell Style
Remove a Cell Style

Collaboration

6.3 Create and Modify Cell Styles

Create a New Style
Modify a Style

6.4 Find and Replace Formatting

6.5 Apply a Theme

7.1 Cell Comments

Add a Comment
View a Comment
Edit a Comment
Delete a Comment

7.2 Share Workbooks

Invite People to Collaborate
Send an Attachment

7.3 Co-author Workbooks

Simultaneously Edit

7.4 Version History

Recover Unsaved Workbook Versions
Online Version History

7.5 Protect a Worksheet

Lock or Unlock Cells
Hide Formulas
Protect a Worksheet

7.6 Protect Workbook Structure

Protect Workbook Structure
Turn off Workbook Protection

7.7 Password Protection

Add Password Protection