



Index Computers
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Excel 2013

Level 2

Managing Workbooks and Worksheets

- Viewing large worksheets
- Printing large worksheets
- Working with multiple worksheets
- Linking worksheets with 3-D formulas
- Using multiple workbooks
- Linking workbooks

Advanced Formatting

- Using special number formats
- Working with themes
- Other advanced formatting

Outlining and Subtotals

- Outlining and consolidating data
- Creating subtotals

Cell and Range Names

- Creating and using names
- Managing names

Data Structure and Tables

- Sorting and filtering data
- Working with tables

Web and Sharing Features

- Saving workbooks as Web pages
- Using hyperlinks

Documenting and Auditing

- Auditing features
- Comments in cells and workbooks
- Protection
- Workgroup collaboration

Application Settings and Templates

- Application settings
- Working with templates