



## MS Excel III: Intermediate Excel 2013/2016

Sub-Topic 1	Working with Multiple Sheets
Description	Creating additional worksheets, calculating between sheets, moving and copying worksheets
Sub-Topic 2	Viewing Cells that Have Formulas
Description	Formula Range Finder, Formula Auditing Mode and Watch Window
Sub-Topic 3	There are two types of cell references: relative and absolute.
Description	Relative and absolute references behave differently in formulas when copied and filled to other cells
Sub-Topic 4	Workbook / Worksheet Protection and Window Structure Protection
Description	To prevent a user from accidentally or deliberately changing, moving, or deleting important data from a worksheet or workbook, you can protect certain worksheet or workbook elements, with or without a password.
Sub-Topic 5	Viewing Multiple Windows on The Screen
Description	You can quickly compare two worksheets in the same workbook or in different workbooks by viewing them side by side. You can also arrange multiple worksheets to view them all at the same time.
Sub-Topic 6	Arranging Large Worksheets
Description	To keep an area of a worksheet visible while you scroll to another area of the worksheet, you can either lock specific rows or columns in one area by freezing panes, or create multiple worksheet areas that can scroll separately from each other by splitting panes.
Sub-Topic 7	Using Comments
Description	You can add notes to a worksheet by using comments. Using comments can help you make a worksheet easier to understand by providing additional context for the data it contains.
Sub-Topic 8	Creating Excel Charts
Description	Charts and graphs are a great way of representing your data. Microsoft Excel offers almost every chart type and makes it easier to draw them so that your data can quickly understood in a graphical format.

### IMPORTANT COURSEWORK PREREQUISITE

Completion of, or working knowledge of curriculum as described in *MS Excel II: Basic Excel 2013/2016*, is required.