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

Advanced Chart Skills	
❑	**Create** a new chart (full range of chart options)
❑	**Move** or resize an existing chart in a worksheet
❑	**Use** Design Tab to customize type and style
❑	**Use** Layout Tab to customize chart elements
❑	**Edit** chart titles
❑	**Format** chart elements (titles, categories, values)
❑	**Add** graphic image and textbox to a worksheet
❑	**Add** clip art and WordArt to a worksheet
❑	**Add** a SmartArt object to a worksheet
Work with Data Lists	
❑	**Create** a list
❑	**Add** records using a data form
❑	**Edit** and find records using a data form
❑	**Sort** records on single and multiple fields
❑	**Use** AutoFilter to hide records
❑	**Create** a custom filter for a list
❑	**Delete** a comment from a document
Document and Audit a Worksheet	
❑	**Add,** review, edit and print comments
❑	**Use** Watch Window to find errors in a worksheet
❑	**Use** Auditing feature to find errors in a worksheet
Printing Options	
❑	**Specify** margins, orientation, etc. on Page Setup
❑	**Preview** page breaks
❑	**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.
3. Bring copies of checklists for relevant skills to interviews, or create a PDF or Word Document containing multiple checklists and email as an attachment along with resume. If you have a portfolio, enclose checklists.

Your feedback on the usefulness of this checklist along with suggested changes is encouraged and appreciated.

Please visit **danarmishaw.com** for additional materials.

Other Checklists for Microsoft Office and other skills are available at **danarmishaw.com**