

## Excel Intermediate 4 hours

### Module 1

- Moving Between Worksheets
- Naming Worksheets
- Moving/Copying Worksheets
- Grouping Sheets
- Creating 3D Formulas

### Module 2

- Linking Files
- Working with Hyperlinks

### Module 3

- Absolute Cell Referencing
- Using Block Names

### Module 4

- Date Functions
- IF Function
- VLOOKUP & HLOOKUP Functions
- PMT & FV Functions
- ROUND Function
- GOAL SEEK

### Module 5

- Freezing Columns and Rows
- Splitting the Screen
- Hiding Columns