

Excel Intermediate

Funtions	Tools
MAX	Alignment
MIN	Cell Border
COUNT	Chart
COUNTA	Clear Contents, Format, Comments
COUNTIF	Column and row Size
AVERAGE	Conditional Formatting
AVERAGEIF	Copy and Paste Special
SUM	Fill
SUMIF	Find
DATE	Flash Fill
NOW	Format Painter
TODAY	Freeze Panes
HOUR	Header and Footer
MINUTE	Indent
SECOND	Insert and Delete column
CONCATENATE	Insert and Delete row
LEFT	Insert Comment
RIGHT	Insert Picture, Shapes etc.
MID	Merge Cell
IF	Number Format
OR	Page Setup
AND	Page View
VLOOKUP	Paste Transform
LOOKUP	Pivot Table
HLOOKUP	Predefined Styles
DAY	Series
MONTH	Sorting and Filtering
YEAR	Sparklines
UPPER	Table
LOWER	Text Box
PROPER	Text Orientation
DAYS	Word Art
DAYS360	Wrap Text
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